CITY OF HASTINGS, NEBRASKA
MINUTES OF UTILITY BOARD REGULAR MEETING
Thursday, March 8, 2018

Pursuant to due call and notice thereof, a Regular Meeting of the Utility Board of Hastings, Nebraska was conducted in the Council Chambers of City Hall, 220 N. Hastings Avenue, on March 8, 2018.

**ROLL CALL:**

The meeting was called to order at 9:00 a.m. in Regular Session by Chairman Jack Schreiner with the following members present: Shawn Hartmann, Willis Hunt, Jack Schreiner. Absent: Bill Hitesman, Joanne Seberg.

**PLEDGE OF ALLEGIANCE:**

The Chairman led the group in recital of the Pledge of Allegiance to the United States of America.

**MOTION TO ADOPT CURRENT AGENDA FOR MARCH 8, 2018 REGULAR MEETING.**

Moved by Shawn Hartmann seconded by Willis Hunt to adopt the current agenda for March 8, 2018 regular meeting. Roll Call: Ayes: Shawn Hartmann, Willis Hunt, Jack Schreiner. Nays: None. Absent: Bill Hitesman, Joanne Seberg. The motion carried.

**PUBLIC NOTICE** - Official Notice of the Regular Meeting was published in the Hastings Tribune on Tuesday, March 6, 2018.

Chairman Jack Schreiner read the Public Notice - Pursuant to the Nebraska Revised Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting is located at the back of the Council Chambers. Also, a current copy of the Nebraska Open Meetings Act is posted on the south wall of the Council Chambers which is accessible to members of the public..

**MANAGER'S COMMUNICATIONS:**

Utility Manager, Kevin Johnson expressed his appreciation for having Renee Jimenez on board as Director of Finance.

**BOARD CHAIRMAN'S COMMUNICATIONS:**

Board Chair Jack Schreiner said that he was contacted by Chuck Shoemaker about Hastings Utilities taking over the water operation at the East Industrial Park. Schreiner said that he was giving the Board and staff a heads up to communicate with Mr. Shoemaker to discuss what questions we may have, what the design will look like, what costs are associated, etc. Kevin Johnson said that the Engineering group communicated with Hastings Utilities about their plans. Willis Hunt said that he understands that the SID is planning to make the improvements to replace all the existing lines, fire hydrants, valves, etc. at that location, which serves about 20 customers with wholesale water purchased from the City of Hastings.

**BOARD MEMBERS' COMMUNICATIONS:**

None.

**CITIZEN COMMUNICATIONS:**

None.

**CONSENT AGENDA:**

1. All Consent Items.

   (a) Approval of the minutes of the Hastings Utility Board Meeting of February 8, 2018

Moved by Willis Hunt seconded by Shawn Hartmann to approve All Consent Items. Roll Call: Ayes: Shawn Hartmann, Willis Hunt, Jack Schreiner. Nays: None. Absent: Bill Hitesman, Joanne Seberg. The motion carried.

**REGULAR AGENDA:**

2. Unfinished Business of Preceding Meeting.

None.

3. General Business.

   (a) Finance

      i. Introduction - Director of Finance/City Treasurer - Renae Jimenez

Kevin Johnson introduced Renae Jimenez, the new Director of Finance/City Treasurer. Jimenez shared with the Board her educational and professional background. The Board welcomed Renae.

      ii. Audit Results - Auditor - Almquist, Maltzahn, Galloway & Luth, P.C.

Marcy Luth of Almquist Maltzahn Galloway & Luth CPA's presented the Audit for Fiscal Year ending September 30, 2017. Willis Hunt remarked that he appreciated the detailed audit. Luth said that the HU staff prepared the audit report which was reviewed by them, with a few additions. She said that this was unique to have the staff put the body of the financial report together and Luth said that the HU staff did some great work. Renae Jimenez commented on the Audit report and how she can make changes within the accounting department to meet the recommendations from the auditors.

Jack Schreiner asked Luth if she felt the cash balances and net position are where they should be. Luth confirmed that they look good, although the Gas Department has an operating loss this year.

Kevin Johnson said that he and Renae Jimenez have discussed changes to be made to update and improve the monthly report. Jimenez thanked Marcy Luth and praised Deb McCoy and Julie Johnson for their good work in putting this audit together.

      iii. Approval of Resolution for Bank Signature Authority

Renae Jimenez said that in order to change the signatures at all the banking institutions, they require a copy of a resolution so they know the governing entity has approved certain people's signatures on the accounts. Willis Hunt asked if this will change since merging accounting functions. Jimenez said that at this time, this resolution is needed to get past employee's off the signature cards. However, in the future, signatures on employee checks will be the same for all city employees and will need a new resolution.

Moved by Willis Hunt seconded by Shawn Hartmann to recommend to the City Council approval of Resolution No. 2018-23 designating signees for accounts of Hastings Utilities. Roll Call: Ayes: Shawn Hartmann, Willis Hunt, Jack Schreiner. Nays: None. Absent: Bill Hitesman, Joanne Seberg. The motion carried.

(b) Production

i. Critical Capital Projects Update - WEC Switchgear and ASR Project

Keith Leonhardt gave a presentation on the Critical Capital Projects - WEC Switchgear and ASR Project.

(c) Operations

i. Approval of Out of District Water and Sewer Connection Fees for 2018

Keith Leonhardt presented the proposed Out-of-District Water and Sewer Connection Fees for 2018. He said that the purpose is to determine what the connection costs will be on a water and sewer project where the water and sewer main are existing. These costs are determined by looking at previous costs of projects in a new development. These costs have been reviewed by the Manager of Utilities and City Engineer.

Moved by Shawn Hartmann seconded by Willis Hunt to recommend approval by the City Council of Water and Sewer Connections Fees for 2018. Roll Call: Ayes: Shawn Hartmann, Willis Hunt, Jack Schreiner. Nays: None. Absent: Bill Hitesman, Joanne Seberg. The motion carried.

(d) Administration

i. KPI Dashboard Development

Kevin Johnson updated the Board on the status of Key Performance Indicators (KPI) Dashboard Development. He said that he and staff are moving forward with the KPI's in identifying and working on the measurements. Also working on benchmarks. He plans to have reportable progress at the next meeting to share with the Board.

ii. Strategic Initiatives Update (2) - SME's

Al Meyer gave a presentation on Strategic Initiatives which includes security at Hastings Utilities.

Butch Eley asked about barricades at Baltimore and North Shore. Vehicle safety is an issue as vehicles are driving around the barricades.

Meyer presented upcoming online safety training to the Board which includes over 150 general topics. Bob Davis discussed with the Board how the online training program will be facilitated. The program will follow certifications, documentations and compliance. Kevin Johnson thanked Davis for researching and implementing this program for Hastings Utilities.

(e) Other

i. Discussion and Possible Action Concerning the Utilization of the HU Incentive Fund for LB 518 Grant Application, Work Force Housing

Mayor Corey Stutte informed the Board that Hastings has the opportunity as a community to apply for LB518 dollars. These would be geared towards workforce housing. The grant requires an equal match locally. Hastings already has a project in the works, the North Park Commons. Mayor Stutte said that they have been working with the developers on the apartment side of this project as well as development on 26th St. He said Hastings can apply for up to $1,000,000 which would require a $1,000,000 match. He would like to look at this project as an economic development opportunity to bring workforce housing to Hastings. The application is due the end of March. What Mayor Stutte is asking the Board to consider is the chance to utilize the economic dollars that are in the Hastings Utilities budget. There is currently $2,488,000 in the budget for economic development and he would like the Board to consider using money from this fund for the full match of whatever is awarded to the city. The City Council would have to approve the expenditure of the money for this project before going forward with the application.

Moved by Shawn Hartmann seconded by Willis Hunt to recommend the approval of the use of the Hastings Utility Economic Development fund to the Mayor and City Council for matching LB518 dollars for the North Park Commons housing project. Roll Call: Ayes: Shawn Hartmann, Willis Hunt, Jack Schreiner. Nays: None. Absent: Bill Hitesman, Joanne Seberg. The motion carried.

4. Possible Closed Session (if necessary or requested).

Moved by Willis Hunt seconded by Shawn Hartmann that this Board go into Closed Session, which Closed Session is clearly necessary for the protection of the public interest in that said Closed Session will consist of a strategy session relative to negotiations. Roll Call: Ayes: Shawn Hartmann, Willis Hunt, Jack Schreiner. Nays: None. Absent: Bill Hitesman, Joanne Seberg. The motion carried.

The meeting closed to the public at 10:23 a.m.

Moved by Willis Hunt, seconded by Shawn Hartmann, that the meeting be reopened to the public at 10:48 a.m., and that no decisions were made nor official actions taken during said Closed Session. Roll Call: Ayes: Shawn Hartmann, Willis Hunt, Jack Schreiner. Nays: None. Absent: Bill Hitesman, Joanne Seberg. The motion carried.

**ADJOURN:**

There being no further business, the meeting adjourned at 10:48 a.m

APPROVED:

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Board Secretary