CITY OF HASTINGS, NEBRASKA
MINUTES OF UTILITY BOARD REGULAR MEETING
Thursday, July 12, 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 July 12, 2018.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE:

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

MOTION TO ADOPT CURRENT AGENDA FOR JULY 12, 2018 REGULAR MEETING.

Moved by Joanne Seberg seconded by Shawn Hartmann to adopt the current agenda for July 12, 1018 regular meeting. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg. Nays: None. Absent: Jack Schreiner, Shayne Raitt. The motion carried.

PUBLIC NOTICE - Official Notice of the Regular Meeting was published in the Hastings Tribune on Tuesday, July 10, 2018.

Acting Chairman Bill Hitesman 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:

Acting Chairman Bill Hitesman asked for a volunteer to be the temporary secretary for today's meeting because of Willis Hunt's term expiring. Hunt has been the secretary since June 2, 2017. Joanne Seberg volunteered for that position.

Kevin Johnson stated that with the hot weather, the utilities is selling electricity.

BOARD CHAIRMAN'S COMMUNICATIONS:

Acting Chairman Bill Hitesman announced that the Nebraska Diplomats honored our Chairman, Jack Schreiner, with the organization’s top ambassador award at their Wednesday night banquet at the Cornhusker Hotel. He was recognized for forty years of promoting his community and the state.

Hitesman asked Renae Jimenez on the status of the funds that were voted on by the Board and City Council to transfer to HEDC for the Flander's project. She said that it is in the process and will be on the next claims list.

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 June 14, 2018

   (b) Release of Easement at 1805 Colonial Place

Moved by Shawn Hartmann seconded by Joanne Seberg to approve All Consent Items and to forward the Release of Easement to the City Council for their approval. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg. Nays: None. Absent: Jack Schreiner, Shayne Raitt. The motion carried.

REGULAR AGENDA:

2. Unfinished Business of Preceding Meeting.

None.

3. General Business.

   (a) Finance

Kevin Johnson said that staff is in the middle of the budget season, therefore the May financials are behind. Accounting is still operating one person down. Budget meetings are still scheduled for July 30 (9 a.m. - noon) and July 31 (if needed). He said we hope to get the budget to the Board on the 27th of July.

Renae Jimenez said that during this budget season, the accounting staff has moved to City Hall. They have filled their vacancy and the new person will be starting soon.

   (b) Production

None.

   (c) Operations

      i. Recommendation for Approval of Water Main Improvement Contract (HU 2018-06 IC-15)

Ron Sekora explained the need for this Water Main Improvement Contract and the location of the project.

Moved by Shawn Hartmann seconded by Joanne Seberg to recommend approval to the City Council of a Contract with Myers Construction, Broken Bow, NE, for Water Main Improvements (Contract HU 2018-06 IC-15). Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg. Nays: None. Absent: Jack Schreiner, Shayne Raitt. The motion carried.

ii. Meter Pit Annual Reading Protocol

Brian Stom included in the packet a breakdown of expenses incurred when the meter readers do their annual readings in the remaining meter pits. The cost is less than $450.00. Before entering the pit, a confined space permit must be filled out, they must have an air tester to make sure the levels are safe to enter the pit, and a harness and tripod, which are borrowed from the Water Department, are used.

Phil Odom feels that the meter readers should not have to deal with this each year and the utilities needs to remove the pits.

Dave Ptak said that several of the meter pits would go away with the Hwy. 6 project.

Shawn Hartman said that the yearly readings are a lot cheaper than he expected so that does change the scope of the game quite abit for him. However, he would like to discuss this again at budget time. Kevin Johnson said that staff will have numbers available at the budget discussions.

iii. Large Capital Projects Review - Voltage Conversion

Ron Sekora gave a presentation on voltage conversion.

iv. Recommendation for Approval of Underground Facilities Locating and Marking Service Agreement with J Spot LLC

Kevin Johnson told the Board that this agreement with J Spot is for locating that is a result of the Allo Construction plan. It is a staffing supplement because we only have one locator on staff and she cannot keep up with their numerous crews.

Moved by Shawn Hartmann seconded by Joanne Seberg to recommend approval to the City Council of an Underground Facilities Locating and Marking Service Agreement with J Spot LLC. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg. Nays: None. Absent: Jack Schreiner, Shayne Raitt. The motion carried.

(d) Administration

i. Strategic Initiatives Update

Kevin Johnson asked for a deferral this month of a Strategic Initiatives Update because the budget process in addition to personnel changes are keeping staff busy.

(e) Other

None.

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

Moved by Shawn Hartmann seconded by Joanne Seberg that this Board go into Closed Session, which Closed Session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual, which individual has not requested a public meeting, in order to discuss certain matters relating to personnel. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg. Nays: None. Absent: Jack Schreiner, Shayne Raitt. The motion carried.

The meeting closed to the public at 9:36 a.m.

Moved by Shawn Hartmann seconded by Joanne Seberg, that the meeting be reopened to the public at 9:58 a.m., and that no decisions were made nor official actions taken during said Closed Session. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg. Nays: None. Absent: Jack Schreiner, Shayne Raitt. The motion carried.

ADJOURN:

Moved by Shawn Hartmann seconded by Joanne Seberg. that there being no further business, the meeting adjourn at 9:58 a.m. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg. Nays: None. Absent: Jack Schreiner, Shayne Raitt. The motion carried.

APPROVED:

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Board Secretary