CITY OF HASTINGS, NEBRASKA
MINUTES OF UTILITY BOARD REGULAR MEETING
Thursday, March 12, 2020

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 12, 2020.

ROLL CALL:

The meeting was called to order at 9:00 a.m. in Regular Session by Chairman Hitesman with the following members present: Shawn Hartmann, Bill Hitesman, Shayne Raitt, Jeanette Dewalt, 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 12, 2020 REGULAR MEETING.

Moved by Shayne Raitt seconded by Shawn Hartmann to adopt the current agenda for March 12, 2020 regular meeting. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg, Shayne Raitt, Jeanette Dewalt. Nays: None. Absent: None. The motion carried.

PUBLIC NOTICE - Official Notice of the Regular Meeting was published in the Hastings Tribune on Tuesday, March 10, 2020.

Chairman 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:

Kevin Johnson reported that staff is in the process, city-wide, building business continuity plans. It is going to be considered in three phases. Phase I - Initial plan because of the national and international news regarding the coronavirus. Phase II - Building on Phase I based on any regional identified coronavirus exposures. Phase III - Any known employee exposure.

Johnson stated that hand sanitizer, kleenix, latex gloves, etc. are being made available at employees desks and work stations.

Dave Ptak informed the Board that a meeting was held this week at the Utilities. He said that worksheets were handed out for employees to fill out as far as essential functions as well as functional capabilities. He stated that these are due back to Management by 5:00 p.m. Friday. At that time they will be analyzed and an overall plan will be developed.

Mayor Stutte said that the South Heartland Health Department has alot of information on their website regarding business continuity and other resources and encourages other businesses to avail themselves of those resources.

Ptak distributed an email to the Board that he received from a Washington DC contact regarding the coronavirus and how it is transmitted.

BOARD CHAIRMAN'S COMMUNICATIONS:

None.

BOARD MEMBERS' COMMUNICATIONS:

None.

CITIZEN COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 13, 2020 Meeting.

Moved by Jeanette Dewalt seconded by Joanne Seberg to approve the minutes of the February 13, 2020 meeting. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg, Shayne Raitt, Jeanette Dewalt. Nays: None. Absent: None. The motion carried.

REGULAR AGENDA:

2. Unfinished Business of Preceding Meeting.

None.

3. General Business.

   (a) Finance

      i. Financial Audit Review

Marcy Luth of AMGL presented the Utilities portion of the Fiscal Year Ending September 30, 2019 Annual Audit. She said the audit was a clean audit and some recommendations have been made. Roger Nash said that those recommendations will be implemented in the new ERP system.

Nash stated that a conference will be held this afternoon on the ERP System. The Chart of Accounts has passed the second round. The foundation of the program is progressing.

      ii. 1st Qtr. Financial Review

Johnson reported that he is very pleased to report that Robin and her accounting staff is very close to being on schedule with the monthly financials. Johnson gave a presentation on the 1st Quarter Financial Review. The report included Balance Sheet Highlights, Summaries of the Electric, Gas, Water, Pollution Control, General & Administrative, and Street Lighting Department. Also presented was a Unit Sales and Cost Analysis in each department and Comparative Statements of Production in each of the Electric, Gas, and Water Departments. The Board reviewed a drawing of Utility Tree Trimming Phases that are planned for the next five years. A discussion took place on auditing firms for the next fiscal year.

(b) Production

None.

(c) Operations

None.

(d) Administration

i. Recommendation and Work Order for Award of Contract for Renovation of the NDS Administrative Building to Farris Construction, Hastings, Nebraska, in the amount of $480,563.00.

Johnson reported that the NDS Renovation Project has finally gotten a bid on the scaled back project that is within the budgeted amount. Lee Vrooman stated that the Utilities received three bids on the project on March 2nd. The low bidder's bid is favorable compared to the amount budgeted and both he and Johnson recommend the Utility Board recommend approval to the City Council.

Moved by Shawn Hartmann seconded by Shayne Raitt to recommend the City Council approve a contract with Farris Construction of Hastings, Nebraska, in the amount of $480,563.00, for Renovation of the NDS Building Addition - Contract No. HU 2020-02 IC-03 and Work Order CO-159 for the project. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Joanne Seberg, Shayne Raitt, Jeanette Dewalt. Nays: None. Absent: None. The motion carried.

ii. Cost of Service Study Workshop Planning

Johnson reported that the Cost of Service Study Consultant said that the study is nearly complete. Staff has reviewed preliminary drafts. Johnson stated that because the information is proprietary, an initial session with the Board to review the study will need to be done in Executive Session. He asked the Board if they would prefer to do this at the May Board meeting or a Special Session. The Board felt they wanted a Special Session with the public presentation at the May Board meeting. Johnson said that the projections from the consultant are not projected to go into effect until the new fiscal year after budget season. Staff will email to the Board the possible dates for a Special Session and get a consensus.

(e) Other

i. Personnel Openings/Status

Johnson updated the Board on Personnel Openings and Status. He distributed a reporting chart. A copy of this chart is available upon request. He stated that the Director of Electric Production position has been posted, advertised and a Head Hunter has been retained to help with the process of finding a good candidate.

4. <u>Possible Closed Session (if necessary or requested).</u>

None.

Joanne Seberg left the meeting at 10:18 a.m.

ADJOURN:

Moved by Jeanette Dewalt seconded by Shayne Raitt, that there being no further business, the meeting adjourn at 10:19 a.m. Roll Call: Ayes: Shawn Hartmann, Bill Hitesman, Shayne Raitt, Jeanette Dewalt. Nays: None. Absent: Joanne Seberg. The motion carried.

APPROVED:

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Board Secretary