

METROPOLITAN UTILITIES DISTRICT
Committee Meetings

(rescheduled from original May 7, 2020 meeting date)

8:15 a.m.

May 14, 2020

AGENDA

1. Safety Briefing
2. Roll Call
3. Open Meetings Act Notice

Construction and Operations – Friend, Frost, Cavanaugh

1. Capital Expenditures [Dave DeBoer, SVP & Chief Operations Officer] – **Tab 5**
2. Acceptance of Contracts and Payment of Final Estimates
[Dave DeBoer, SVP & Chief Operations Officer] – **Tab 6**
3. Bids on Materials and Contracts [Jon Zellars – Director, Purchasing] – **Tab 7**

Services & Extensions – Friend, Begley, Howard

1. Main Extensions [Cory O'Brien, VP – Engineering & Construction] – **Tab 8**

Personnel – Begley, Frost, Friend

1. Wage and/or Salary Increases and Ratifications
[Bonnie Savine, VP – Human Resources] - **Tab 9**
2. Update Retirement Plan Employee Contribution Rate
[Bonnie Savine, VP – Human Resources] - **Tab 10**
3. Vice-President, Procurement and Enterprise Services
[Bonnie Savine, VP – Human Resources] - **Tab 11**

(Turn over for regular Board Meeting agenda)

METROPOLITAN UTILITIES DISTRICT

Regular Board Meeting

(rescheduled from original May 7, 2020 meeting date)

9:00 a.m.

May 14, 2020

AGENDA

1. Roll Call
2. Open Meetings Act Notice
3. Pledge of Allegiance
4. Approval of Minutes – Committee Meetings & Regular Board Meeting for April 16, 2020
- CONSTRUCTION & OPERATIONS 5. Capital Expenditures
6. Acceptance of Contracts and Payment of Final Estimates
7. Bids on Materials and Contract
- SERVICES & EXTENSIONS 8. Main Extensions
- PERSONNEL 9. Wage and/or Salary Increases and Ratifications
10. Update Retirement Plan Employee Contribution Rate
11. Vice-President, Procurement and Enterprise Services
- BOARD 12. Other Matters of District Business for Discussion

Adjourn Regular Board Meeting

(Turn over for Committee Meetings agenda)

METROPOLITAN UTILITIES DISTRICT

Minutes of Committee Meetings

April 16, 2020

(rescheduled from original meeting date of April 2, 2020)

Introduction

Chairperson Gwen Howard called the Committee Meetings to order at 8:15 a.m. and announced that the regular Board Meeting would be handled ‘virtually’ due to the health and safety threats and challenges presented by the COVID-19 virus pandemic. Federal, state and local officials have advised the public to not congregate in groups greater than 10 members and maintain social distancing. It is the Board’s intention to fully comply with those recommendations while carrying out its duties and responsibilities delegated by statute.

Chairperson Howard reviewed the modifications to the Board Meeting protocol in view of the fact that each Board Member and presenters were participating remotely. She noted that compliance with the Open Meetings Act was ensured by providing public and media access to the meeting’s proceedings via telephone located in the lobby of the District’s former headquarters at 1723 Harney Street. Copies of the agendas and all pertinent documents presented at the Committee and Board Meetings were available in the lobby for review by members of the public and the media. Board Member Jim Begley participated remotely from the Board Room at 1723 Harney Street to ensure compliance with the Open Meetings Act. The audio/video recording of the meeting was uploaded to the District’s website shortly after the conclusion of the meeting.

Chairperson Howard invited Senior Vice-President and General Counsel Mark Mendenhall to provide introductory comments. Mr. Mendenhall explained that the day’s virtual Board Meeting was M.U.D.’s first undertaking and outlined the steps that had been taken to remain in compliance with the requirements of the Open Meetings Act. He thanked Douglas County officials for allowing the District to extend its lease at the downtown building during the pandemic.

Safety Briefing

Vice-President of Safety and Security Shane Hunter provided a modified safety briefing reiterating the key points advocated by health and governmental officials’ directives and restrictions aimed at mitigating the risks posed by the COVID-19 virus.

Chairperson Howard noted for the record that a Legislative Report would not be presented at the Committee or Board Meetings due to the decision on March 17, 2020 by the Nebraska Legislature to suspend the 2020 Legislative Session until further notice due to the COVID-19 pandemic.

Roll Call

On a roll call vote, the following Board Members acknowledged their attendance:

Tim Cavanaugh
Jim Begley
Tanya Cook
Dave Friend
Jack Frost
Mike McGowan
Gwen Howard

Open Meetings Act Notice

Compliance with the Open Meetings Act was previously addressed by Chairperson Howard in her introductory remarks.

Construction and Operations – Friend, Frost, Cavanaugh

Senior Vice-President and Chief Operations Officer Dave DeBoer reviewed the proposed ratification to relocate gas and water mains at 168th Street from Poppleton Avenue to West Center Road. The cost of this project is \$845,000 and is the initial phase of a two-phase project. The work is to support the City of Omaha's road widening and improvement project. Board approval at the originally scheduled April 2, 2020 Board Meeting was delayed due to the pandemic. The cost for the second phase will include capital expenditures for construction and design and will be presented to the Board at a future date.

Mr. DeBoer reviewed the proposed acceptance of contracts and payment of final estimates as outlined in his letter to the Committee dated March 31, 2020. Due to the pandemic and the delay in convening the April 2020 Board Meeting, ratification was requested because Management chose not to defer timely payments when contractors had completed work on projects previously approved by the Board.

Director of Purchasing Jon Zellars presented the bids for materials and contracts as outlined in his letter to the Committee dated April 6, 2020. Two proposed capital expenditures totaling \$11,952,327.00 had previously been presented to the Board with the latest presented in February 2020 that included approval to authorize the President to enter into a contract for renovation of the new headquarters. Ratification was requested for this item for the record and for purposes of transparency.

Services and Extensions - Friend, Begley, Howard

Vice-President of Engineering and Construction Cory O'Brien reviewed the proposed main extensions as outlined in his letter to the Committee dated March 25, 2020.

Personnel - Begley, Frost, Friend

Vice-President of Human Resources Bonnie Savine reviewed the proposed wage and/or salary increases and ratifications as outlined in her letter to the Committee dated April 2, 2020.

Chairperson Howard requested an update regarding the current status of the District's Summer Student Work Program in light of the pandemic. Ms. Savine reported that the fifty-plus applicants have been notified that the program is presently on hold but that Human Resources (HR) would maintain communication with them when more information becomes available. Ms. Savine indicated that HR is making necessary adjustments in its hiring and onboarding protocol where possible, such as utilizing videoconferencing technology to conduct interviews remotely.

Insurance and Pensions – Howard, McGowan, Begley

Senior Vice-President and Chief Financial Officer Joseph Schaffart referenced three reports in reviewing the status of the District's employee retirement plan: (1) the Retirement Plan for Employees of the Metropolitan Utilities District of Omaha – Actuarial Valuation as of January 1, 2020; (2) GASB Statements No. 67 and 68 Report for the Retirement Plan for Employees of the Metropolitan Utilities District of Omaha – Measurement Date: December 31, 2019; and (3) Cavanaugh Macdonald Consulting – Retirement Plan for Employees of MUD – Summary Presentation of the Highlights of the Actuarial Valuation Results. Mr. Schaffart pointed out in his letter to the Committee dated April 6, 2020 that the plan's funded ratio was 89.3% (actuarial value) as of January 1, 2020, whereas by comparison, the funded ratio as of January 1, 2019 was 86.5% (actuarial value). Management recommended the pension contribution of \$12.3 million. Mr. Schaffart reiterated the importance of the Board's ongoing commitment to ensuring the financial sustainability of the District's Retirement Plan.

Audit – McGowan, Howard, Begley

Mr. Schaffart reviewed the District's 2019 Audited Financial Statement, as outlined in his letter to the Committee dated April 6, 2020. He reported that RSM, the external auditors, gave the District an unmodified or "clean" audit opinion. Three pertinent documents were provided to the Board: the Memo from RSM to the Board explaining the responsibilities of the Auditor and Management; the Report on Internal Control over Financial Reporting and on Compliance and Other Matters; and the Management Representation letter.

Chairperson Howard asked whether any Board Member had comments to share. There were none. Chairperson Howard inquired as to whether any member of the public participating by phone at the downtown headquarters building would like to make any comments. There were none.

At 8:54 a.m., Chairperson Howard announced that the Committee Meetings were concluded and the regular Board Meeting would convene in six minutes at 9:00 a.m.



Mark E. Doyle
Secretary and President

MED/mjm

METROPOLITAN UTILITIES DISTRICT
Minutes of Regular Board Meeting
April 16, 2020

(rescheduled from original meeting date of April 2, 2020)

The Board of Directors of the Metropolitan Utilities District of Omaha convened its regular monthly meeting via videoconferencing on April 16, 2020 at 9 a.m. due to the state of emergency declared by federal, state and local officials in response to the COVID-19 public health pandemic.

Advance notice of the meeting was published in the print version of *The Omaha World-Herald* on April 10, 2020 and the online (website) version from April 10, 2020 through April 16, 2020. The notice stated that the meeting would be held virtually using video and telephone conferencing and also specified how members of the public and media could join and participate in the meeting. The notice also provided that the agenda would be posted on the M.U.D. website at www.mudomaha.com and could also be obtained by calling M.U.D. and requesting a copy. Board documents were delivered to Board Members on April 7, 2020 and were posted to the M.U.D. website on April 8, 2020. Copies of the agendas and all pertinent documents presented at the Committee and Board Meetings were available in the lobby at 1723 Harney Street for review by members of the public and the media.

AGENDA NO. 1

ROLL CALL

Chairperson Howard called the meeting to order at 9:00 a.m. On a roll call vote, the following Board Members acknowledged their attendance:

Tim Cavanaugh
Jim Begley
Tanya Cook
Dave Friend
Jack Frost
Mike McGowan
Gwen Howard

AGENDA NO. 2

OPEN MEETINGS ACT NOTICE

Chairperson Howard announced the steps that were taken to ensure compliance with both the Open Meetings Act and the Governor's Executive Order 20-03. A copy of the Open Meetings Act was available in the lobby of the M.U.D. building at 1723 Harney Street. Access for the public and for the media was arranged via telephone in the lobby of the Harney Street location. Board Member Jim Begley participated from the Board Room at 1723 Harney Street to ensure compliance with the Open Meetings Act.

Chairperson Howard reiterated that the recording of today's meeting would become available on the M.U.D. website shortly after the conclusion of the meeting.

AGENDA NO. 3
PLEDGE OF ALLEGIANCE

Chairperson Howard announced that the Pledge of Allegiance would not be recited due to the necessity of having each individual Board Member participate remotely at offsite locations.

AGENDA NO. 4
APPROVAL OF MINUTES FOR COMMITTEE MEETINGS AND REGULAR BOARD MEETING FOR MARCH 5, 2020

Director Cook moved to approve the minutes for the Committee Meetings and regular Board Meeting for March 5, 2020, which was seconded by Director Cavanaugh and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

AGENDA NO. 5
CAPITAL EXPENDITURES

Director Friend moved to approve the capital expenditures as outlined in Mr. DeBoer's letter to the Committee dated April 1, 2020, which was seconded by Director Frost and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

AGENDA NO. 6
ACCEPTANCE OF CONTRACTS AND PAYMENT OF FINAL ESTIMATES

Director Friend moved to approve the acceptance of contracts and payment of final estimates as outlined in Mr. DeBoer's letter to the Committee dated March 31, 2020. The motion was seconded by Director Frost and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

AGENDA NO. 7
BIDS ON MATERIALS AND CONTRACTS

Director Friend moved to approve Management's recommendations regarding the bids on materials and contracts as outlined in Mr. Zellars' letter dated April 6, 2020. The motion was seconded by Director Frost and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

AGENDA NO. 8

NOTICE OF PURCHASES BETWEEN \$25,000 AND \$50,000

Director Friend requested that the Notice of Purchases letter from Mr. Zellars dated April 6, 2020 be placed on file.

AGENDA NO. 9

MAIN EXTENSIONS

Director Friend moved to approve the main extensions as outlined in Mr. O'Brien's letter dated March 25, 2020, which was seconded by Director Cook and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

AGENDA NO. 10

WAGE AND/OR SALARY INCREASES AND RATIFICATIONS

Director Begley moved to approve the wage and/or salary increases and ratifications as outlined in Ms. Savine's letter to the Committee dated April 2, 2020. The motion was seconded by Director Frost and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

AGENDA NO. 11

ACTUARIAL VALUATION REPORT ON THE RETIREMENT PLAN

Director McGowan requested that the Actuarial Report and the GASB 67 & 68 Report as provided to the Board be placed on file, and moved to approve the contribution to the pension plan consistent with Management's recommendation as outlined in Mr. Schaffart's letter to the Committee dated April 6th, 2020. The motion was seconded by Director Cook and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

AGENDA NO. 12
2019 AUDITED FINANCIAL STATEMENT

Director McGowan moved to place on file the 2019 Audited Financial Statement as provided to the Board and as outlined in Mr. Schaffart's letter to the Committee dated April 6th, 2020.

AGENDA NO. 13
OTHER MATTERS OF DISTRICT BUSINESS FOR DISCUSSION

Chairperson Howard asked if any Board Members or others had any comments to share.

Mr. Doyle requested that the Board consider moving the State of the District presentation to the month of June. He noted that the Bylaws require that it be presented during the first half of the calendar year, and should not need to be scheduled later despite the current pandemic situation. Director Begley indicated he would support a suspension of the Bylaws in order for the presentation to take place at a later date if necessary. Mr. Doyle also reported that 80% of the District's workforce is working remotely and it is going well. He urged Board Members to continue to communicate their concerns or their need for further information because of the importance of remaining current and connected.

Mr. Doyle asked Senior Vice-President of Safety, Security and Field Operations Steve Ausdemore to report on how the Field Service Department is continuing to manage its functions while maintaining compliance with social distancing parameters. Mr. Ausdemore reported that some day-to-day functions are being deferred due to safety concerns, while some modifications have been instituted such as requiring field technicians to use emergency protective equipment (PPE) when entry to homes or businesses is required, and in such cases they will operate under the guidance of a foreman.

Chairperson Howard asked if any member of the public participating by conference phone at the downtown headquarters building would like to make any comments, and if so, to please state their name and address. There were none.

Director Friend moved to adjourn the regular Board Meeting which was seconded by Director Cook and carried on a roll call vote.

Voting Yes: Cavanaugh, Begley, Cook, Friend, Frost, McGowan, Howard
Voting No: None

The regular Board Meeting was adjourned at 9:17 a.m.



Mark E. Doyle
Secretary and President

MED/mjm

METROPOLITAN UTILITIES DISTRICT
Inter-Department Communication

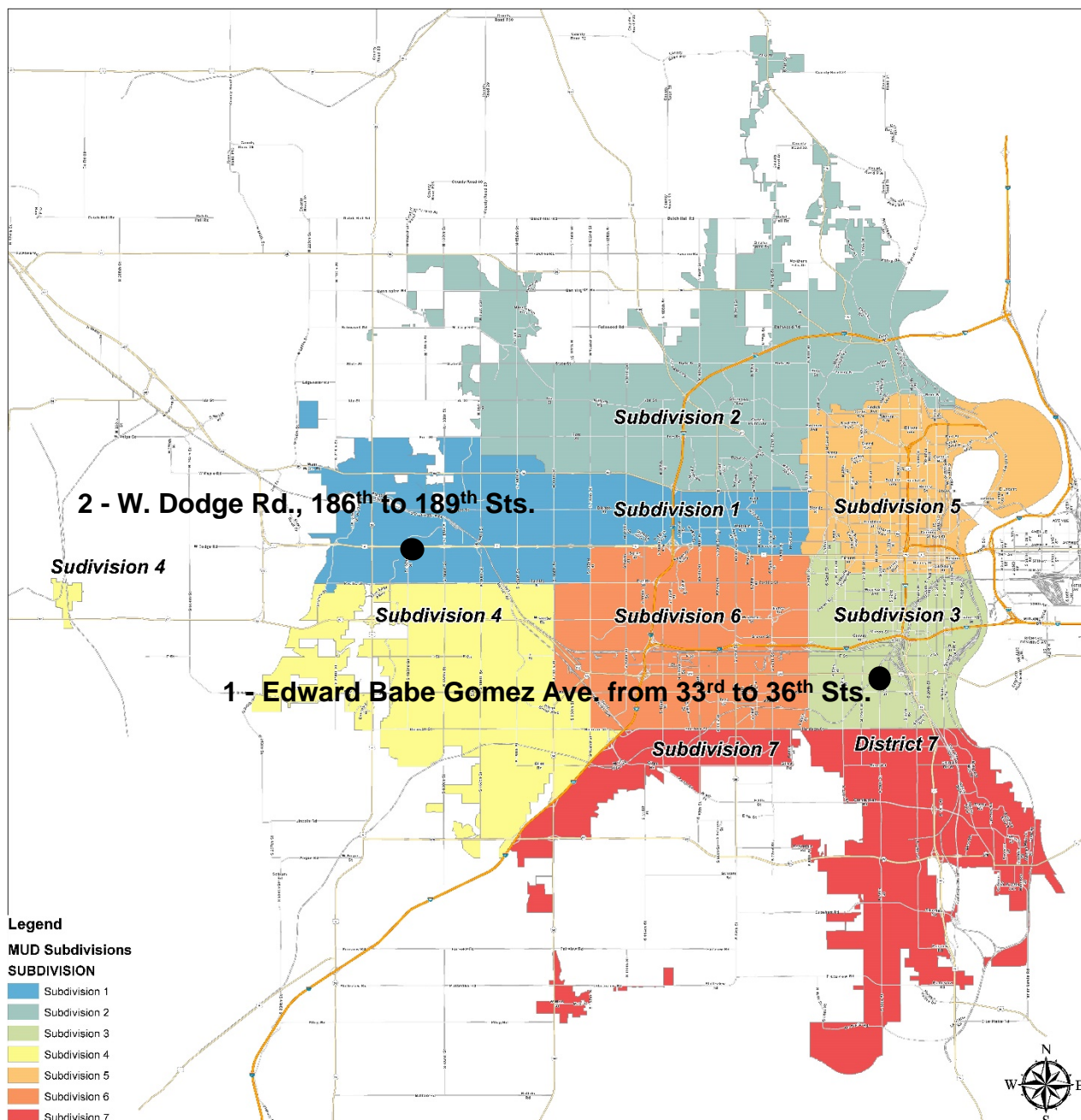
April 27, 2020

Subject: CAPITAL EXPENDITURES

To: Committee on Construction and Operations
cc: all Board Members, Doyle, Mendenhall, Schaffart, Ausdemore and all Vice Presidents

From: Dave W. DeBoer, Senior Vice President, Chief Operations Officer

The following item will be on the May 14, 2020 Committee Agenda for consideration and the May 14, 2020 Board Agenda ratification:



SYSTEM IMPROVEMENTS

1. 100052001802 and 100066002250 - \$73,700 – Install 1,230 feet of 4-inch gas main, Edward Babe Gomez Avenue from 33rd to 36th Streets. The customer at 3435 Edward Babe Gomez Avenue has notified the District of their plans to increase their gas load. Replacing 1,200 feet of 3-inch steel pipe with 1,230 feet of 4-inch plastic pipe will better grid the system and allow this customer to increase their gas load without negatively impacting the distribution system delivery pressure. In addition, the increased volume of gas available in the gas main will provide a more reliable and consistent flow to the other customers served off this gas main. This project is anticipated to start May or June 2020. The mains to be abandoned were installed between 1980 and 1988. Four commercial gas services will be replaced and connected to the new gas main at a total estimated cost of \$20,000. **(Subdivision 3 – Howard)**

2. 100054001050 and 100068001029 - \$101,500 – Install 825 feet of 6-inch gas main in West Dodge Road, 186th to 189th Streets. Relocation work is required to provide an acceptable depth of cover over the 6-inch gas main within area of proposed embankment fill being placed as part of the overall site development for Fountain Ridge East Office Park. The development grading and drainage improvements extend into public right-of-way along West Dodge Road and have been reviewed and approved by the Nebraska Department of Transportation for access and construction. This project is anticipated to start June 2020. This work is reimbursable as the existing gas main is being relocated for private site development work which extends into the public right-of-way. **(Subdivision 1 – Begley)**

BUILDINGS, PLANTS AND EQUIPMENT

1. 100083001104 - \$3,845,500 – Rehabilitation of Basin 2, Florence. In 2010 the District completed a Capital Improvements Plan (CIP) which identified several projects to be completed between 2017 and 2020 known as Phase III. Phase III of the CIP consists of both condition-related improvement/repair projects and process-related improvement projects. This project includes the rehabilitation of Basin 2 as identified in Phase III of the CIP. Major items of repair and improvement include repairing concrete on the basin floor and sloping walls, resealing concrete seams/cracks, removing and replacing cementitious overlay, replacing sluice gates and replacing mud valve control lines. Some safety upgrades include a fixed access ladder system, installing an above-grade structure to house the piping header for controls of the mud valves and boundary cables between the existing railings.

2. 100089000889 – RATIFICATION - \$289,000 – Purchased 24 travel trailers for use at the water treatment facilities. In response to the COVID-19 pandemic, the District placed all three water treatment facilities in lockdown. This response required that a small team of essential personnel reside at the facility 24-hours a day for a period of seven to 14 days before being relieved by the next team. Between the three water treatment plants, a total of 24 essential positions were identified. In order to provide the necessary accommodations for these staff members, 24 travel trailers were purchased and set up at the three facilities.

3. 100084001253 - \$75,000 – Touch up painting for LNG tank, piping and equipment at LNG. The LNG tank is one of the District's most important assets. It is important to maintain the vessel's structure and integrity. Through inspection, some of the coating on the tank has begun to flake, chip and corrode. It is critical to repair these areas so that they do not progress into larger ones. Additionally, there are piping and equipment

that also need to be repainted. The piping and equipment are vital pieces of the liquifying process. It is important to keep a strong, protective coating so that no damage or corrosion occurs.



Dave W. DeBoer
Senior Vice President, Chief Operations Officer

Approved:



Mark E. Doyle
President

METROPOLITAN UTILITIES DISTRICT
Inter-Department Communication

April 28, 2020

Subject: ACCEPTANCE OF CONTRACTS AND PAYMENT OF FINAL ESTIMATES

To: Committee on Construction and Operations
cc: all Board Members, Doyle, Mendenhall, Schaffart, Ausdemore and all Vice Presidents

From: Dave W. DeBoer, Senior Vice President, Chief Operations Officer

Work has been satisfactorily completed on the following contracts and final payment is recommended:

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
a. Est. 3 - Q3 Contracting, 100092001587, 100082000040-3, 100042000032, Gas main replacement, 49 th to 63 rd Sts., Sprague to Maple Sts.	November 7, 2018	\$2,925,552.73	\$3,138,496.16	\$931,206.98

Comments: There was an increase in unit quantities of \$216,926.16 due to an underestimation of the amount of restoration needed to complete the work. There was a reduction of \$36,118.40 for struck gas services and mains and repairs to a leaking gas main. There was also an increase of \$32,135.67 for additional abandonment items, work to verify a non-crossbore, adjustments to an installed service, furnishing and installing valve centering devices, steel protection plates, traffic control and flagmen.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
b. Est. 3 - Kersten Construction, 100055001262, 100057000457, Install water main in McGregor Brae, 156 th and Spruce Sts.	November 7, 2018	\$356,757.00	\$357,885.50	\$71,187.66

Comments: There was an increase in unit quantities of \$1,128.50.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
c. Est. 2 - Cedar Construction, 100055001265, Install water mains for Coventry North Phase 1, 207 th and "R" Sts.	September 5, 2018	\$38,390.00	\$37,888.99	\$4,915.44

Comments: There was a decrease in unit quantities of \$2,976.00 and an increase of \$2,474.99 for item C.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
d. Est. 3 - Pat Thomas Construction, 100071000691, Repair washout over 60-inch steel water main, 36 th St. and LaPlatte Rd.	September 4, 2019	\$88,115.70	\$90,096.26	\$13,543.59

Comments: There was an increase in unit quantities in the amount of \$1,980.56.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
e. Est. 2 - Kersten Construction, 100055001277, Install water mains in Elkhorn High School #3, 180 th St. and George Miller Pkwy.	June 5, 2019	\$91,932.00	\$86,298.50	\$9,435.43

Comments: There was a decrease in unit quantities in the amount of \$5,633.50.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
f. Est. 2 - TJ Osborn Construction, 100055001280, 100055001296, 100057000462, Install water mains in Ida Pointe North, 185 th St. and Purple Martin Pkwy.	June 5, 2019	\$1,162,631.00	\$1,173,907.80	\$70,152.39

Comments: There was a decrease in unit quantities of \$783.20 and an increase of \$12,060.00 due to a Change Order for additional boring.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
g. Est. 2 - Cedar Construction, 100055001283, 100053001401, Install water mains in Prairie Hollow, 154 th St. and Hwy 36.	June 5, 2019	\$197,395.00	\$202,297.75	\$20,232.39

Comments: There was an increase in unit quantities of \$3,152.75 and an increase of \$1,750.00 due to a Change Order for the contractor to remove silt fence and perform additional excavation.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
h. Est. 2 - Cedar Construction, 100055001293, Install water mains in Anchor Pointe, HWS Cleveland Blvd. and Ida St.	May 26, 2019	\$241,226.00	\$233,734.25	\$22,711.46

Comments: There was a decrease in unit quantities of \$7,491.75.

Contract	Board Approval Date	Amounts		
		*Unit Price Bid	Actual	Final
i. Est. 2 - Cedar Construction, 100055001297, Install water mains in Town Center Phase 1, 210 th St. and W. Center Rd.	June 5, 2019	\$110,855.00	\$111,135.50	\$15,200.23

Comments: There was a decrease in unit quantities of \$9,154.50 and an increase of \$9,435.00 due to a Change Order for the contractor to furnish and install a 12-inch valve, manual air relief with vault, swivel adapter, shoring and removal of silt fence.

**Based upon Engineering's estimated unit quantities.*

Dave W. DeBoer
Senior Vice President, Chief Operations Officer

Approved:

Mark E. Doyle
President

METROPOLITAN UTILITIES DISTRICT
Inter-Department Communication

April 30, 2020

Subject: BIDS ON MATERIALS AND CONTRACTS DURING THE MONTH OF APRIL

To: Construction & Operations Committee
cc: All Board Members, Doyle, Ausdemore, DeBoer, Mendenhall, Schaffart and all Vice Presidents

From: Jon A. Zellars, Director, Purchasing

The following items will be on the May 14, 2020 Committee Agenda for consideration and the May 14, 2020 Board Agenda for approval. The recommended bid is bolded and listed first.

WATER/GAS MAIN CONTRACTS

<u>Item</u>	<u>Bids Sent / Rec'd</u>	<u>Bidders</u>	<u>Bid Amount</u>
Install Legend Trails Approach Water Mains, 222 nd Street and West "Q" Road 100055001325 100057000479 WP1743 Engineering Estimate: \$279,070.00 (A C&A in the amount of \$376,426.00 will be presented to the Board on May 14, 2020 for approval.)	18/4	Kersten Construction Pat Thomas Constr. Cedar Construction Roloff Construction	\$291,823.00 295,467.00 310,340.00 333,590.00
Install Water Mains in Evert Place, 192 nd and Harney Streets 100055001326 100055001327 WP1744 Engineering Estimate: \$137,950.00 (A C&A in the amount of \$189,148.00 will be presented to the Board on May 14, 2020 for approval.)	18/2	Kersten Construction Cedar Construction	\$126,068.00 149,812.00

RATIFICATION

<u>Item</u>	<u>Bids Sent / Rec'd</u>	<u>Bidders</u>	<u>Bid Amount</u>
24 Travel Trailers for Water Plant Lockdown - Pandemic Response 100089000889	3/3	Leach Camper Sales Camping World AC Nelson	\$250,560.00 295,980.00 306,888.00
(A C&A in the amount of \$289,000.00 will be presented to the Board on May 14, 2020 for approval.)			

INFORMATION TECHNOLOGY

<u>Item</u>	<u>Bids Sent / Rec'd</u>	<u>Bidders</u>	<u>Bid Amount</u>
Network Hardware Lifecycle Replacement – Florence & System SCADA 100086000730	3/3	Sterling Dell Sirius	\$102,241.20 105,595.30 148,526.02
(C&A 100086000730 approved February 6, 2020 in the amount of \$200,000.00)			

OTHER

<u>Item</u>	<u>Bids Sent / Rec'd</u>	<u>Bidders</u>	<u>Bid Amount</u>
Touch Up Painting for LNG Tank, Piping, and Equipment at 120 th and Fort Streets 100084001253 GP2516	12/3	W. S. Bunch Co. Inc. TMI Coatings, Inc. Champion Painting	\$51,440.00 147,500.00 150,380.00
(A C&A in the amount of \$75,000.00 will be presented to the Board on May 14, 2020 for approval.)			
Rehabilitation of Basin 2 at the Florence Water Treatment Plant 100083001104 WP1643	7/1	McGill Restoration	\$3,066,566.00
(A C&A in the amount of \$3,845,500.00 will be presented to the Board on May 14, 2020 for approval.)			

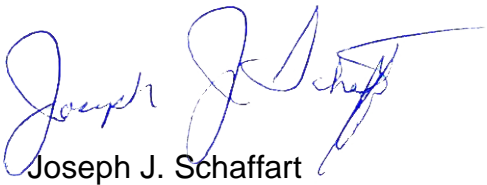
ANNUALS

<u>Item</u>	<u>Bids Sent / Rec'd</u>	<u>Bidders</u>	<u>Bid Amount</u>
Cast Iron and Malleable Iron Pipe Fittings, Pipe Nipples, Weld Fittings and Weld Flanges (June 1, 2020 to May 31, 2021) *Bid rejected, incomplete	13/3	Piping Resources, Inc. Central States Group Groebner	\$188,764.13 207,799.88 416,642.05*



Jon A. Zellars
Director, Purchasing
(402) 504-7253

Approved:



Joseph J. Schaffart
Senior Vice President, CFO



Mark E. Doyle
President

METROPOLITAN UTILITIES DISTRICT
Inter-Department Communication

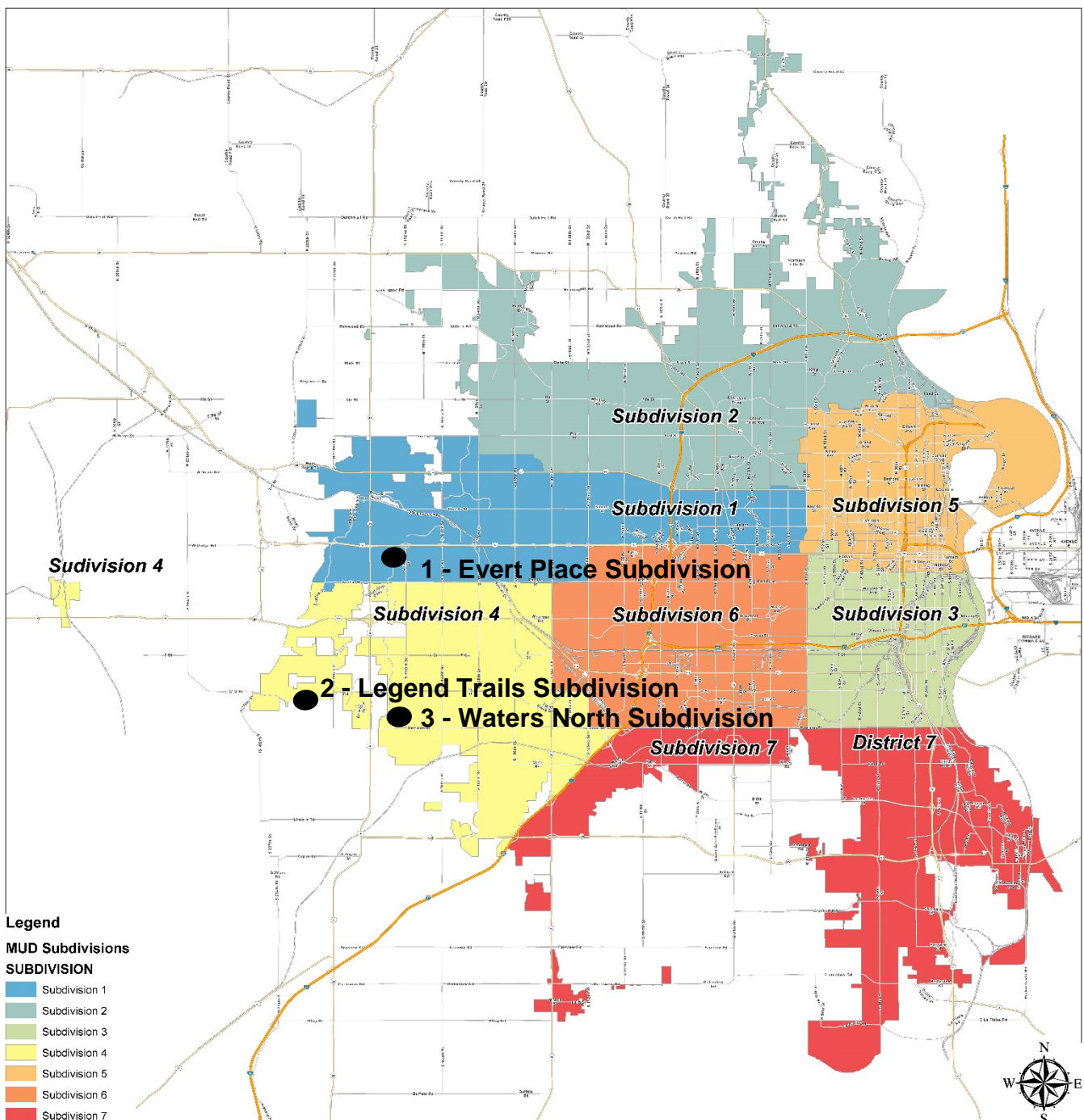
April 28, 2020

Subject: MAIN EXTENSIONS

To: Services and Extensions Committee
cc: All Board Members, Doyle, Mendenhall, Schaffart, Ausdemore, DeBoer and all Vice Presidents

From: Cory J. O'Brien, Vice President, Engineering and Construction

The following main extensions will be on the May 14, 2020 Committee Agenda for consideration and the May 14, 2020 Board Agenda for approval:



WATER					
	Project Number	Project Cost	Applicant Contribution	Construction by Applicant	M.U.D. Cost
	WP 1744	\$189,148	\$222,527	\$0	\$0
1.	<p>Subdivision 1, Begley: These mains are being installed to provide domestic water service and fire protection to one single residence, one multi-residence and two commercial lots in Evert Place Subdivision, 192nd and Harney Streets. Evert Place Subdivision will be required to pay a firm price for a small section of 8-inch water main. The District may install this small section of main in 193rd Street when the street improvements are completed either with this development or when future development occurs requiring the main to be extended. There is a pioneer main fee due to the existing 30-inch water main in 192nd and Pacific Streets in the amount of \$33,379. (City of Omaha zoning, All Holy Spirit Greek Orthodox Church)</p>				
	Project Number	Project Cost	Applicant Contribution	Construction by Applicant	M.U.D. Cost
	WP 1743	\$581,472	\$508,957	\$206,107	\$0
2.	<p>Subdivision 4, Cavanaugh: These mains are being installed to provide domestic water service and fire protection to 86 single residence lots in Legend Trails Subdivision, 222nd and "Q" Streets. The developer has requested to contract the installation of part of this project in the amount of \$206,107. There are pioneer main fees due to the existing 12- and 16-inch water mains in "Q" and "O" Streets in the amount of \$133,592. (City of Omaha zoning, Krejci Development, LLC)</p>				
	Project Number	Project Cost	Applicant Contribution	Construction by Applicant	M.U.D. Cost
	WP 1767	\$290,400	\$350,670	\$0	\$0
3.	<p>Subdivision 4, Cavanaugh: These mains are being installed to provide domestic water service and fire protection to Gretna elementary school #6 on Lot 1, Falling Waters North Subdivision, 199th Avenue and "Z" Street. There are pioneer main fees due to the existing 36- and 42-inch water mains in "Q" Street in the amount of \$60,270. (City of Omaha zoning, Gretna Public Schools)</p>				

Cory J. O'Brien
Vice President, Engineering and Construction

Approved:

Dave W. DeBoer
Senior Vice President, Chief Operations Officer

Mark E. Doyle
President

METROPOLITAN UTILITIES DISTRICT
Inter-Department Communication

April 30, 2020

Subject: Wage and/or Salary Increases and Ratifications, May 2020 Board Meeting

To: Personnel Committee members Begley, Friend, and Frost
cc: Board Members Cavanaugh, Cook, Howard, and McGowan
President Doyle, and Senior Vice Presidents Ausdemore, DeBoer, Mendenhall and Schaffart

From: Bonnie Savine, Vice President, Human Resources

The Human Resources Department is recommending the Board of Directors approve the wage or salary increases outlined below. All positions involve District employees earning more than \$10,000 per year and therefore require your approval.

1. Operating and Clerical (OAC) Wage Increases Due To Promotion

The Human Resources Department is recommending the Board of Directors approve wage increases for the following Employees within the OAC classification. These wage increases are based on a job selection process, are in compliance with the Collective Bargaining Agreement, and are made following the posting and application process for a job opening in the District. The effective date for these increases will be the beginning of the next OAC pay period following Board approval.

Employee: Kevin Dvorak
Current position (department): Maintenance Mechanic I (Maintenance)
New position (department): Maintenance Mechanic II (Maintenance)
Current rate; step/grade: \$37.55; Step 4
Proposed rate; step/grade: \$39.43; Step 3
Percent of increase: 5.01%
District hire date: June 23, 2003

Employee: Kevin Jones
Current position (department): Computer Aided Drafting Technician II (Engineering Design)
New position (department): Senior Computer Aided Drafting Technician (Engineering Design)
Current rate; step/grade: \$31.83; Step 3
Proposed rate; step/grade: \$34.67; Step 2
Percent of increase: 8.92%
District hire date: December 28, 2015

Employee: Jonathon Kubricht
Current position (department): Computer Aided Drafting Technician II (Engineering Design)
New position (department): Senior Computer Aided Drafting Technician (Engineering Design)
Current rate; step/grade: \$31.83; Step 3
Proposed rate; step/grade: \$34.67; Step 2
Percent of increase: 8.92%
District hire date: September 28, 2015

Employee: Tina Valentin
Current position (department): Administrative Clerk III (Construction)
New position (department): Administrative Clerk V (Transportation)
Current rate; step/grade: \$28.15; Step 4
Proposed rate; step/grade: \$30.31; Step 1
Percent of increase: 7.67%
District hire date: September 8, 2014

2. Operating and Clerical (OAC) Wage Increases Due To Job Transfer

The Human Resources Department is recommending the Board of Directors approve wage increases for the following Employees within the OAC classification. A transferring employee who is at less than Standard Wage will be moved to an equal rate in the new job classification or, if there is not an identical wage rate, to the nearest higher wage rate in the new job classification. These wage increases are based on a formal selection process, are in compliance with the Collective Bargaining Agreement, and are made following the posting and application process for a job opening in the District. The effective date for these increases will be the beginning of the next OAC pay period following Board approval.

There are no recommendations for approval this month

3. Operating and Clerical (OAC) Wage Increases Due To Job Progression

The Human Resources Department is recommending the Board of Directors approve the following wage increases for the OAC employees who have successfully completed required training and who have been recommended by their supervisor for promotion as they progress within their job family. All increases are based on the bargaining unit wage structure. The effective date for these increases will be the beginning of the next OAC pay period following board approval.

Employee: Daniel Chaffin
Current position (department): Apprentice Customer Service Technician (Field Services)
New position (department): Customer Service Technician (Field Services)
Current rate; step/grade: \$33.95; Step 4
Proposed rate; step/grade: \$35.95; Step 2
Percent of increase: 5.89%
District hire date: November 3, 2008

Employee: Andrew Elvig-Cossette
Current position (department): Water Maintenance Trainee (Water Distribution)
New position (department): Water Maintenance Worker (Water Distribution)
Current rate; step/grade: \$28.03; Step 4
Proposed rate; step/grade: \$29.68; Step 2
Percent of increase: 5.89%
District hire date: January 12, 2015

Employee: Linda Gravert
Current position (department): Apprentice Customer Service Technician (Field Services)
New position (department): Customer Service Technician (Field Services)
Current rate; step/grade: \$33.95; Step 4
Proposed rate; step/grade: \$35.95; Step 2
Percent of increase: 5.89%
District hire date: November 4, 2002

Employee: Blaine Lazio
Current position (department): Apprentice Customer Service Technician (Field Services)
New position (department): Customer Service Technician (Field Services)
Current rate; step/grade: \$33.95; Step 4
Proposed rate; step/grade: \$35.95; Step 2
Percent of increase: 5.89%
District hire date: June 9, 2014

Employee: Aaron Osterholm
Current position (department): Apprentice Customer Service Technician (Field Services)
New position (department): Customer Service Technician (Field Services)
Current rate; step/grade: \$33.95; Step 4
Proposed rate; step/grade: \$35.95; Step 2
Percent of increase: 5.89%
District hire date: June 15, 2015

Employee: Felipe Rangel
Current position (department): Water Maintenance Trainee (Water Distribution)
New position (department): Water Maintenance Worker (Water Distribution)
Current rate; step/grade: \$28.03; Step 4
Proposed rate; step/grade: \$29.68; Step 2
Percent of increase: 5.89%
District hire date: October 2, 2017

4. Supervisory, Professional and Administrative (SPA) Salary Increases Due To Job Promotion

The following SPA employees are selected for promotion. It is recommended the President be authorized to increase the salary of these employees. These SPA positions have been evaluated, graded, appropriate job descriptions completed, and posting guidelines fulfilled. The effective date for these salaries will be the beginning of the next SPA pay period following board approval.

Employee: Dustin Hoffner
Current position (department): Computer Aided Drafting Technician II (Engineering Design)
New position (department): Senior Engineering Technician (Plant Engineering)
Current rate; step/grade: \$33.51; Step 4
Proposed rate; step/grade: \$73,186; SPA – 03
Percent of increase: 5.00%
District hire date: November 11, 2013

Employee: Benjamin Koziel
Current position (department): Building Engineer (Facilities Management)
New position (department): Building Operator (Facilities Management)
Current rate; step/grade: \$29.23; EN
Proposed rate; step/grade: \$66,752; SPA – 02
Percent of increase: 9.79%
District hire date: December 16, 2019

Employee: Gregory Ramirez
Current position (department): Group Leader (Construction)
New position (department): Construction Foreman (Construction)
Current rate; step/grade: \$42.76; Step 4
Proposed rate; step/grade: \$93,388; SPA – 04
Percent of increase: 5.00%
District hire date: November 27, 2000

Employee: Jon Wollenburg
Current position (department): Crew Leader (Construction)
New position (department): Training Foreman (Construction)
Current rate; step/grade: \$41.64; Step 4
Proposed rate; step/grade: \$90,942; SPA – 04
Percent of increase: 5.00%
District hire date: August 6, 2001

5. Supervisory, Professional and Administrative (SPA) New Hire Ratification

Board of Director Ratification of salaries, for new SPA employees hired from outside the District, is required to confirm the salary within the grade established for the position. Authorization to ratify the annual salary of SPA employees hired from outside the District will be requested each month, if appropriate.

Employee: Manoj Seth
Current position (department): ERP Technical/Functional Analyst II
Current rate; step/grade: \$103,500; SPA - 05
District hire date: April 20, 2020



Bonnie Savine
Vice President, Human Resources

APPROVED:



Mark A. Mendenhall
Senior Vice President, General Counsel



Mark E. Doyle
President

METROPOLITAN UTILITIES DISTRICT
Inter-Department Communication

May 1, 2020

Subject: Retirement Plan Document – Update Employee Contribution Rates

To: Insurance and Pension Committee members Cook, Howard and McGowan

cc: Board Members Begley, Cavanaugh, Friend and Frost
President Doyle and Senior Vice Presidents Ausdemore, DeBoer,
Mendenhall and Schaffart

From: Bonnie Savine, Vice President, Human Resources

Human Resources is recommending a modification to the Employee Contribution contained in the District's Pension Plan Document. Specifically, we are recommending the plan document be revised to reflect the updated employee contribution rates previously approved by the Board of Directors.

The relevant section of the Retirement Plan Document follows. The changes to the Plan Document are contained within the language below.

ARTICLE VIII - CONTRIBUTIONS


Section 1. By Employees.

- (a) Each Employee shall contribute to this Plan bi-weekly or semi-monthly until Retirement Date an annual rate of ~~3.76%~~ **6.00%** of pay. (Effective ~~3/1/06~~ **1/1/16**)
- (b) Notwithstanding the provisions of subsection (a), effective January 1, ~~2014~~ **2016**, each **SPA** Employee shall contribute to this Plan ~~bi-weekly or~~ semi-monthly until Retirement Date an annual rate of ~~4.32%~~ **6.50%** of pay. (Effective ~~1/1/14~~ **5/14/20**)
- (c) Notwithstanding the provisions of subsections (a) and (b), effective January 1, ~~2015~~ **2019**, each Employee shall contribute to this Plan bi-weekly or semi-monthly until Retirement Date an annual rate of ~~4.88%~~ **7.00%** of pay. (Effective ~~1/1/14~~ **5/14/20**)
- (d) Notwithstanding the provisions of subsections (a), (b), and (c), effective January 1, ~~2016~~ **2020**, each Employee shall contribute

- to this. Plan bi-weekly or semi-monthly until Retirement Date an annual rate of ~~6.00%~~ 7.50% of pay. (Effective ~~4/1/14~~ 5/14/20)
- (e) Notwithstanding the provisions of subsections (a), (b), ~~and~~ (c), ~~and~~ (d), effective January 1, ~~2016~~ 2021, each Employee shall contribute to this. Plan bi-weekly or semi-monthly until Retirement Date an annual rate of ~~6.00%~~ 8.00% of pay. (Effective ~~4/1/14~~ 5/14/20)
- (f) Notwithstanding the provisions of subsections (a), (b), ~~and~~ (c), (d), ~~and~~ (e), effective January 1, ~~2016~~ 2022, each Employee shall contribute to this. Plan bi-weekly or semi-monthly until Retirement Date an annual rate of ~~6.00%~~ 8.50% of pay. (Effective ~~4/1/14~~ 5/14/20)
- (g) Notwithstanding the provisions of subsections (a), (b), ~~and~~ (c), (d), (e), ~~and~~ (f), effective January 1, ~~2016~~ 2023, each Employee shall contribute to this. Plan bi-weekly or semi-monthly until Retirement Date an annual rate of ~~6.00%~~ 9.00% of pay. (Effective ~~4/1/14~~ 5/14/20)
- (h) In determining the contribution to be made by the District to the Retirement Plan each year, the District's contribution rate shall be no less than the Employee contribution rate for that year. (Effective 5/14/20)
- (i) All such contributions may be made by payroll deduction as determined by the Employer. Any change in an Employee's Salary that places the Employee in another Salary class will become effective on the date of change in salary. (Effective 1/1/14)
- (j) The Employer shall pick up all such Employees' contributions pursuant to Code Section 414(h)(2); provided, however
- (1) No Employee shall have the option to receive the picked-up contributions in cash in lieu of having such contributions paid to the Plan; and

(2) In the case of an Employee who dies, or whose employment with the Employer ceases for a reason other than retirement, before he has met the eligibility requirements for a deferred vested retirement benefit, any contributions picked up on his behalf under this Section 1 shall be treated as if they were Employee contributions for purposes of determining a lump sum distribution or a single sum death benefit when applying the provisions of Article VII, Section 4(a), 4(d) or Section 7(a) through (e).

Human Resources recommends the Board of Directors approve adoption of the proposed language change to the Pension Plan Document.



Bonnie Savine
Vice President, Human Resources

APPROVED:



Mark E. Doyle
President



Mark A. Mendenhall
Senior Vice President, General Counsel

METROPOLITAN UTILITIES DISTRICT
Inter-Department Communication

April 24, 2020

Subject: Promotion of Vice President, Procurement & Enterprise Services

To: Personnel Committee members Begley, Friend and Frost
cc: Board Members Cavanaugh, Cook, Howard and McGowan
President Doyle and Senior Vice Presidents Ausdemore, DeBoer, Mendenhall and Schaffart

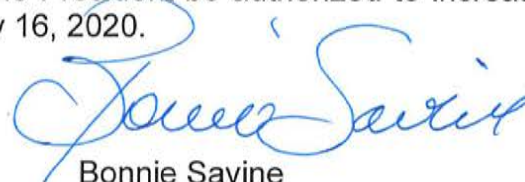
From: Bonnie Savine, Vice President, Human Resources

The District is recommending the Board of Directors approve the promotional salary increase for Jon A. Zellars from Director, Purchasing, to Vice President, Procurement & Enterprise Services; Field Operations, Safety & Security Department. This promotion is a result of a re-evaluation of the duties and responsibilities of Mr. Zellars' position. Supervision of the Purchasing Department and Stores' Division continues to fall under this role. In addition, the supervision of the District's Meter Services Division (measurement & meter reading functions) as well as Facilities/Enterprise Management are now assigned to this role.

Mr. Zellars received his Bachelor Degree in Civil Engineering from the University of Nebraska, Omaha. He received his Master of Science in Civil Engineering from the University of Nebraska, Lincoln and holds a State of Nebraska Registered Professional Engineer license. Mr. Zellars was hired by the District on December 26, 1996 as an Engineer.

Based on his education, credentials and work experience prior to and while employed by the District, Mr. Zellars is being recommended for the position of Vice President, Procurement & Enterprise Services; Field Operations, Safety & Security Department. Mr. Zellars' promotion would be from Grade SPA – 8 to a Grade SPA -11 on the Supervisory, Professional and Administrative Scale.

In view of the additional responsibilities of this position as the Vice President, Procurement & Enterprise Services, it is recommended the President be authorized to increase the salary of Mr. Zellars to \$141,672 per year effective May 16, 2020.



Bonnie Savine
Vice President, Human Resources

APPROVED:



Mark E. Doyle
President



Mark A. Mendenhall
Senior Vice President, General Counsel