

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, January 9, 2023, at the Utility building or via Webex with the following members present: Bartels, Carruthers, Hansen, Harvey. Absent: Hawley.

ADOPTION OF AGENDA

The agenda was adopted.

PRESENTATION OF PATRIOT AWARD

The Office of Employer Support of the Guard and Reserve administers a program that recognizes employers for contributing to national security and protecting liberty and freedom by supporting employees participating in America's National Guard and Reserve Forces. Philip Egeberg, Managing Director of Information & Operational Technology was presented the Patriot Award by Marshall Sterns, Part-time IT Technician Assistant. We congratulate and commend Mr. Egeberg for his years of dedicated service in the Army National Guard.

MINUTES

Minutes of the regular meeting held December 9, 2022, and the special meeting held December 23, 2022, were read and approved.

APPROVAL OF BILLS AND CLAIMS

Motion was made by Hansen, seconded by Bartels that the following bills and claims be approved. All members present voted in favor of the motion.

605 Custom Design LLC, Uniforms, \$2502.50; AgFirst Farmers Cooperative Co, Supplies/LP, \$81.91; A-I Computer Solutions Of Brookings Inc, Supplies, \$139.96; Allegra, Printed Supplies, \$3769.26; AMC Optics, Supplies, \$1089.00; American Water Works Assn, Membership Dues, \$2245.00; AMP Electric Construction Inc, Labor/Supplies, \$7321.73; AT & T, Telco Settlement, \$646.36; AT & T Mobility, PCS Phone Service, \$2200.20; Atlas Copco Compressors LLC, Equip Maintenance, \$2578.24; Augustana University, Scholarship, \$500.00; Authorize.Net, Credit Card Processing Fee, \$178.35; Automatic Building Controls Inc., Building Maintenance, \$620.00; Badger Communications, Systems/Cabling Inv, \$734.73; Bluefin Payment Systems, Credit Card Processing Fee, \$12100.51; Bobcat Of Brookings, Supplies/Equipment Rental, \$11.35; Border States Elec Supply, Supplies, \$166.38; Border States Elec Supply, Systems/Cabling Inv, \$5581.39; Border States Elec Supply, Uniforms, \$390.50; Bridle Estates, Sewer Charge Reimbursement, \$5361.00; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$162.92; Brookings Municipal Utilities, Office Utility Bill, \$53044.94; Brookings Municipal Utilities, Petty Cash, \$30.00; BSG Clearing Solutions, Telco Settlement, \$32.30; Buhls

Dry Cleaners & Linen Supply, Rug/Supplies, \$169.70; Builders FirstSource, Supplies, \$166.87; Business Track, Credit Card Processing Fee, \$8662.91; Calix Inc., Inventory, \$3146.98; Calix Inc., Support Agreement, \$3000.00; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$512.70; Carrier Management Systems Inc, Annual Subscription, \$6175.00; CDW Government Inc, Computer Supplies/Support, \$4829.58; CDW Government Inc, Systems/Cabling Inv, \$323.23; Century Business Products, Printer/Copier Maintenance, \$1022.12; Century Link, Telephone Expense, \$236.11; City of Brookings, Contract Fee, \$7073.11; Clark Drew Construction Inc, Storm Repair, \$150094.00; Creative Printing Inc., Printed Materials, \$1158.67; Credit Collections Bureau, Delinq. Account Collection, \$398.11; Culligan of Brookings, Bottled Water, \$65.00; Dakota County Treasurer, NE Real Estate Tax, \$1384.24; Dakota Service & Repair, Supplies, \$9.90; Dakota Supply Group, Enclosures, \$6540.00; Dakota Supply Group, Supplies, \$6451.77; Dakota Supply Group, Systems/Cabling Inv, \$6176.52; DANR, Annual Fee, \$25000.00; Dave's Window Cleaning, Inc, Window Service, \$182.89; Dept Of The Treasury, Federal Tax, \$5963.87; DGR Engineering Inc, Engineering Service, \$654.50; DHE, LLC, Maintenance Fee, \$1196.63; DvL Fire & Safety, Supplies, \$55.00; Eide Bailly LLP, Audit Fee, \$6500.00; Einspahr Auto Plaza, Vehicle Maintenance, \$436.02; Ethanol Products LLC, Chemicals, \$1556.50; Fastenal Company, Supplies, \$826.42; Foerster Supply Inc, Supplies, \$426.00; Golden West Technologies Inc., Tech Support, \$933.51; Graybar Electric Company, Inventory, \$6750.00; Graybar Electric Company, Supplies, \$3539.65; Graybar Electric Company, Systems/Cabling Inv, \$846.45; Gridor Const., Inc., Water Treatment Plant, \$969268.50; Hamlin Building Center, Supplies, \$45.13; Hibu Inc. - West, Advertising, \$142.83; Homestead Do It Center, Supplies, \$23.67; Hometown Service & Tire LLC, Vehicle Maintenance, \$81.00; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$696.00; Infinite Welding & Machine, Labor/Supplies, \$292.88; Innovative Systems, Hard Drive/Server Shelf, \$39066.89; Innovative Systems, Software Subscription, \$5500.00; Interstate All Battery Center, Supplies, \$358.20; Interstate Telecommunications Cooperative, Telephone Expense, \$278.21; Jackrabbit Tire Company, Work Equipment Maintenance, \$62.14; Jaymar, Printed Supplies, \$7098.38; John Deere Financial, Supplies, \$225.32; Lewis Drug Inc, Supplies, \$15.98; Localogy, Directory Rates/Data, \$58.14; Lowe's, Supplies, \$12.96; Lumen, Telco Settlement, \$272.22; Mack, Scott, Travel, \$698.57; Maguire Iron Inc, Pipe, \$5775.00; Martin's Inc, Diesel/Oil, \$905.17; Matheson Tri-Gas Inc, Supplies, \$1190.80; Metaswitch Networks, Support Renewal, \$187800.00; Meyers Service, Inc, 5th St S Vault & Telluride Water, \$18010.57; Midamerican Energy, Utility Bill, \$15.34; Minnesota Telecom Alliance, Membership Dues, \$275.00; MMUA, Membership Dues, \$495.00; Moss Adams LLP, Consulting Service, \$250.00; Muth Electric Inc, Wiring, \$1592.40; New Tec Inc., Equipment Maintenance, \$148.74; Northwestern Energy, Natural Gas, \$19.64; Office Peeps Inc, Supplies, \$17.08; OneNeck IT Solutions LLC, Annual Software Support, \$22682.87; OneNeck IT Solutions LLC, Software Subscription, \$1605.00; O'Reilly, Supplies, \$15.26; Outlaw Graphics, Sign, \$495.00; Paragon Health & Wellness, Drug Screening, \$35.00; Pests B Dead LLC, Pest Control, \$220.00; Pizza Ranch, Employee Recognition, \$153.48; Power & Telephone Supply, Systems/Cabling Inv, \$72.00; Prussman Contracting Inc, Main Repairs, \$4690.88; Quadient, Inc., Postage Meter Rental, \$948.79; Ramsdell F&M Ltd., LP Fill, \$272.55; RC First Aid, Supplies, \$123.00; Runnings, Supplies, \$63.96; Schoon's Pump N' Pak, Vehicle Gasoline, \$7205.75; Schwartz Manure Hauling & Septic Service Inc, Sludge Removal, \$2560.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$309.00; SD Dept of Rev, Enhanced 911, \$8718.32; SD Municipal Electric Association, Membership Dues, \$20293.00; SD State Treasurer, Communication Impaired Fee, \$1869.25; SD Treasurer, Sales/Excise Tax,

\$168376.78; SD Water & Wastewtr Assn, Membership Dues, \$140.00; SDSU, Perform. Eval. W/WW, \$124334.00; SDSU Financial Aid Office, Scholarship, \$1000.00; Springbrook, Credit Card Processing Fee, \$2242.70; Springbrook Holding Company LLC, Software Support, \$5187.00; Sprint PCS, PCS Phone Service, \$149.38; Sturdevant's Auto Value, Supplies, \$758.96; Swiftel Communications, Office Phone Bill, \$124526.41; Tetonka, LLP, Wetland Mitigation Credits, \$181400.00; The UPS Store, Freight, \$855.03; Timmons Construction, Inc, Crushed Concrete, \$4040.16; U.S. Bank National Association, 2012 SRF Loan Payment, \$397335.98; United Parcel Service, Freight, \$31.50; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$5524.76; University Estates, Water Charge Reimbursement, \$3640.00; USA Bluebook, Supplies, \$1431.14; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$180.50; Winter Contracting, LLC, Western Ave Sewer Lift Consolidation, \$34873.00; WW Tire Service Inc, Work Equipment Maintenance, \$90.00; Xcel Energy/NSP, Utility Bill, \$9.00; MORGAN, TIMOTHY, Refund Check, \$27.69; SEACHRIS, KYAH, Refund Check, \$91.14; Bachar, Blaine, Telephone Refund, \$56.66; Bauer, Abbey, Telephone Refund, \$16.40; Brookings County Democrats, Telephone Refund, \$26.12; Defino, Nicholas, Telephone Refund, \$81.87; Gebhart, Regina, Telephone Refund, \$11.98; Hanson, Tom, Telephone Refund, \$5.11; ITI, Telephone Refund, \$131.57; Kragh, Bradley, Telephone Refund, \$149.80; Kuehl, Shaylee, Telephone Refund, \$180.80; Mahanke, Marilyn, Telephone Refund, \$31.27; Neshiem, Shirley, Telephone Refund, \$3.06; Penrod, Katie, Telephone Refund, \$174.72; Pomrenke, Earl, Telephone Refund, \$14.37; Priority Inc, Telephone Refund, \$146.30; Ten Napel, Whitney, Telephone Refund, \$56.85; Thuringer, Brad, Telephone Refund, \$536.39; Vantage Point Solutions, Inc, Telephone Refund, \$17.42; Woods, Kristie, Telephone Refund, \$83.59; Zerfas, Diann, Telephone Refund, \$67.65.

PERSONNEL INFORMATION

Department Salaries (December): Electric, \$233,816.47; Water, \$113,949.97; Wastewater, \$101,148.36; Telephone, \$328,644.63;

Retirement, \$48,738.31; Social Security, \$52,577.12; Insurance, \$101,231.28; Deferred Comp, \$13,845.81;

Salary Changes: T. Koch, \$39.09; D. Weekes, \$29.45; L. Voegeli, \$4,419.36; L. Sebring, \$5,827.92; D. Brutty, \$25.82;

DEPARTMENT HIGHLIGHTS FOR 2022

The managers presented their Department Highlights for 2022 to the Board.

EXECUTIVE SESSION

Motion was made by Bartels, seconded by Hansen to adjourn to an executive session for the purpose of consulting with legal counsel and review communications from legal counsel about proposed or pending litigation or contractual matters and discuss marketing or pricing strategies. All members present voted in favor of the motion.

The Board reconvened in open session.

REVIEW OF MISSION STATEMENT

Steve Meyer reviewed the current company Mission Statement and provided some history of the formation of the Mission Statement. The Board indicated they would like to schedule some time each year to review the Mission Statement in more detail. No changes were made to the mission statement at this time.

FINAL PAYMENT ON THE WATER MAIN REPLACEMENT PROJECT

Motion was made by Hansen that the following Resolution No. 4-22 be approved.

RESOLUTION NO. 1 - 23

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON 5TH STREET SOUTH & TELLURIDE LANE
WATER MAIN REPLACEMENT PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$18,010.57 to Meyers Services Inc. be approved for the 5th Street South and Telluride Lane Water Main Replacement Project.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 9th day of January, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

The motion was seconded by Bartels. All members present voted in favor of the motion.

FINAL PAYMENT ON THE WESTERN AVENUE SEWER LIFT CONSOLIDATION PROJECT

Motion was made by Bartels that the following Resolution No. 2-23 be approved.

RESOLUTION NO. 2 - 23

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON THE WESTERN AVENUE SEWER
LIFT CONSOLIDATION PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$34,873.00 to Winter Contracting LLC be approved for the Western Avenue Sewer Lift Consolidation Project.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 9th day of January, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

The motion was seconded by Hansen. All members present voted in favor of the motion.

RESTATED AGREEMENT TO PROVIDE WATER SUPPLY TO CITY OF AURORA

Motion was made by Hansen that the following Resolution No. 3-23 be approved.

RESOLUTION 3 - 23

RESOLUTION APPROVING RESTATED AGREEMENT TO
PROVIDE WATER SUPPLY TO CITY OF AURORA

WHEREAS Resolution No. 31-90 established an “Agreement” to provide water service to the City of Aurora; and

WHEREAS the Brookings Municipal Utilities Board agrees that the above-mentioned “Agreement” should be replaced with a “Water Supply Agreement”.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board (the Board) that:

1. The Agreement entitled “Water Supply Agreement “with the City of Aurora be hereby approved.
2. The President of the Board and/or Executive Vice President/General Manger be hereby authorized to execute the approved contract documents.

Adopted this 9th day of January 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

The motion was seconded by Bartels. All members present voted in favor of the motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President