

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, April 10, 2023, at the Utility building or via Webex with the following members present: Bartels, Carruthers, Hansen, Hawley and President Harvey.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held March 13, 2023, and the special meeting held March 27, 2023, were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

605 Custom Design LLC, Uniforms, \$420.00; Advanced Engineering & Environmental Service, Engineering Services, \$3697.36; Agritech, Rental, \$250.00; AT & T, Telco Settlement, \$667.94; AT & T Mobility, PCS Phone Service, \$2234.28; Atlas Copco Compressors LLC, Equip Maintenance, \$922.86; Authorize.Net, Credit Card Processing Fee, \$181.45; Badger Communications, Systems/Cabling Inv, \$679.92; Bally Sports North, Contract Fee, \$8307.04; Bluefin Payment Systems, Credit Card Processing Fee, \$38891.60; Border States Elec Supply, Supplies, \$9296.40; Border States Elec Supply, Systems/Cabling Inv, \$3419.28; Bridle Estates, Sewer Charge Reimbursement, \$5361.00; Brookings Area Chamber Of Commerce, Membership Dues, \$5000.00; Brookings County Finance Office, License, \$30.00; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$152.47; Brookings Municipal Utilities, Office Utility Bill, \$52930.59; Brookings Municipal Utilities, Service Application Fee, \$900.00; Brookings Municipal Utilities, Conserve/Demand Incentive, \$771.93; Brutty, Devon, CDL License, \$35.00; BSG Clearing Solutions, Telco Settlement, \$19.17; Business Track, Credit Card Processing Fee, \$9981.62; Calix Inc., Inventory, \$933.17; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$811.18; CCI System, Inc., Equipment Support, \$1140.54; CDW Government Inc, Computer Supplies/Support, \$346.52; CHR Solutions Inc, Software Maintenance, \$1900.37; City of Brookings, Contract Fee, \$7105.83; Core & Main, Supplies, \$1845.76; Courtesy Plumbing Inc., Repair/Supplies, \$310.59; Credit Collections Bureau, Delinq. Account Collection, \$697.78; Culligan of Brookings, Bottled Water, \$138.00; Dakota Riggers & Tool Supply, Supplies, \$331.29; Dakota Service & Repair, Supplies, \$74.13; Dakota Supply Group, Systems/Cabling Inv, \$44.84; Dept Of The Treasury, Federal Tax, \$6033.88; DGR Engineering Inc, Engineering Service, \$6577.43; DHE, LLC, Maintenance Fee, \$1196.63; Digi-

Key 2549377, Supplies, \$60.61; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$1479.76; Eide Bailly LLP, Audit Fee, \$40000.00; Einspahr Auto Plaza, Vehicle Maintenance, \$29.19; Electric Pump, Service Agreement, \$1500.00; Electric Pump, Supplies, \$478.79; Foerster Supply Inc, Supplies, \$588.00; Franz Reprographics, Plotter Maintenance, \$311.45; Frontier Precision Inc, Supplies, \$90.99; G & R Controls, Equipment Repair/Supplies, \$517.86; Goldfield Telecom LC, Supplies, \$724.52; Grainger, Supplies, \$486.74; Gray Media Group Inc, Contract Fee, \$21105.87; Gridor Const., Inc., Water Treatment Plant, \$1158987.60; Halgerson, Russ, Travel, \$144.10; Hawkins Inc, Chemicals, \$3100.00; Hillyard/Sioux Falls, Janitorial Supplies, \$797.09; Iconectiv, LLC, LNP Fee, \$682.16; Interstate Telecommunications Cooperative, Telephone Expense, \$283.32; Jackrabbit Tire Company, Work Equipment Maintenance, \$1269.81; John Deere Financial, Supplies, \$1675.65; Johnson Garage Door, Supplies, \$3060.00; Krier & Blain Inc, HVAC Maintenance, \$1569.55; L G Everist Inc, Gravel, \$42.35; Localogy, Directory Rates/Data, \$58.14; Martin's Inc, Diesel/Oil, \$480.69; Matheson Tri-Gas Inc, Supplies, \$115.14; Midamerican Energy, Utility Bill, \$99.52; Midcontinent Comm., Contract Fee, \$694.64; Midwest Glass LLC, Door Repair, \$336.74; MMUA, Safety Training, \$8149.75; Moss Adams LLP, Consulting Service, \$2600.00; MVTL Laboratories Inc., Wastewater Analysis, \$2349.71; My Cable Mart LLC, Supplies, \$66.33; Napa Auto Parts, Supplies, \$4.49; Nexstar Broadcasting, Inc., Contract Fee, \$10043.57; Northern Tool & Equipment, Supplies, \$744.90; Northern Truck Equipment, Message Board Trailers, \$43820.00; Northwestern Energy, Natural Gas, \$2714.20; Office Peeps Inc, Office Furniture, \$802.50; One Source - The Background Check Company, Employee Verification, \$124.00; OneNeck IT Solutions LLC, Computer Hardware/Consulting, \$23224.24; O'Reilly, Supplies, \$8.99; Outlaw Graphics, Uniforms, \$235.50; Pests B Dead LLC, Pest Control, \$335.00; Pete Lien & Sons Inc, Chemicals, \$10668.55; Pollardwater, Supplies, \$2222.56; Quadiant, Inc., Postage Meter Rental, \$948.79; Ramsdell F&M Ltd., LP Fill, \$140.40; RDO Equipment Co, Work Equipment Maintenance, \$203.55; Riverside Technologies, Inc., Computer Supplies, \$1176.00; Riverside Technologies, Inc., Laptop, \$1996.00; Ron's Auto Repair, Vehicle Maintenance, \$326.64; Runnings, Supplies, \$2826.11; Schomp's Mechanical Services, Labor/Supplies, \$136.08; SD Dept of Environ & Nat, Certification, \$60.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$246.00; SD Dept of Rev, Enhanced 911, \$8828.57; SD Rural Water Center Inc, Membership Dues, \$5000.00; SD Treasurer, Sales/Excise Tax, \$175932.71; SDN Communications, Circuit Lease, \$2194.44; Seeco, Storm Repair, \$23564.30; Sherwin-Williams Co, Paint, \$27.19; Springbrook, Credit Card Processing Fee, \$2589.65; Sprint PCS, PCS Phone Service, \$148.89; State Of South Dakota, Record Retention, \$7.26; Sturdevant's Auto Value, Supplies, \$538.26; Swiftel Communications, Office Phone Bill, \$125255.72; The UPS Store, Freight, \$24.61; U.S. Bank National Association, 2012 SRF Loan Payment, \$397335.98; Universal Service Adm. Co, USAC Contribution, \$30763.68; University Estates, Water Charge Reimbursement, \$3770.00; USA Bluebook, Supplies, \$1113.24; Vermeer High Plains, Supplies, \$1797.62; WW Tire Service Inc, Work Equipment Maintenance, \$724.35; Xcel Energy/NSP, Utility Bill, \$65.81; GUERUE, MONICA, Refund Check, \$323.26; NINNEMANN, GENE, Refund Check, \$311.04; RODRIGUEZ, FAVIOLA, Refund Check, \$11.06; TC USA PIPELINE SERVICES LLC, Refund Check, \$102.64; Abregana, Isaac, Telephone Refund, \$136.27; Beedle, Andrew, Telephone Refund, \$25.71; Casey's General Stores, Telephone Refund, \$24.36; Covrig, John, Telephone Refund, \$40.59; Doom, Kelsey, Telephone Refund, \$37.89; Gautier, Jacob, Telephone Refund, \$237.67; Gravatt, Thomas, Telephone Refund, \$170.00; HME Management, Telephone Refund, \$127.78; Kempfert, Wallace, Telephone Refund, \$46.85; Lambert, Rachel, Telephone Refund, \$108.26; Lewis,

Jeffrey, Telephone Refund, \$13.53; LoJo Enterprises LLC, Telephone Refund, \$40.03; Lopez, Jaime, Telephone Refund, \$61.33; Reed, James, Telephone Refund, \$53.89; Schaar, Robert, Telephone Refund, \$40.59; Scott, James, Telephone Refund, \$8.36; Texley, Megan, Telephone Refund, \$61.33; Wolff, Courtney, Telephone Refund, \$56.82.

PERSONNEL INFORMATION

Department Salaries (March): Electric, \$210,617.25; Water, \$106,288.14; Wastewater, \$97,491.67; Telephone, \$305,420.39;

Retirement, \$42,066.77; Social Security, \$51,518.89; Insurance, \$103,127.63; Deferred Comp, \$13,358.78;

Salary Changes: L. Huls, \$21.94.

EXECUTIVE SESSION

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

The Board reconvened in open session.

TRANSFER OF SERVICE TERRITORY AGREEMENT WITH SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE

Motion was made by Hawley that the following Resolution No. ---be approved.

RESOLUTION NO. 10 - 23

RESOLUTION APPROVING AGREEMENT--TRANSFER OF
SERVICE TERRITORY WITH
SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE INC.
(City of Brookings Resolution 22-091 & Amended Resolution 23-004)

BE IT RESOLVED by the Brookings Municipal Utilities Board that:

1. The "Agreement - Transfer of Service Territory between the City of Brookings and Sioux Valley-Southwestern" to transfer Sioux Valley Southwestern Electric Cooperative Inc. electric lines in the following described property be hereby approved:

The North 18.84 acres of Tract 1 of BMU WTP Addition in the Northwest ¼ of Section 20, Township 110 North, Range 49 West of the 5th P.M., Brookings County, South Dakota.

2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 10th day of April, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT TO BE TRADED IN

Motion was made by Hawley that the following Resolution No. 11-23 be approved.

RESOLUTION NO. 11 - 23

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT
FOR TRADE-IN

WHEREAS the City of Brookings Municipal Utilities owns property which is no longer necessary, useful or suitable for municipal purposes; and

WHEREAS said property is as follows:

2010 Towmaster T-18DD Trailer
S/N 4KNUT2029AL160732

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board hereby orders that the above referenced property be declared surplus equipment to be traded in in accordance with the provisions of SDCL 6-13.

Adopted this 10th day of April, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

APPLICATION FOR EXTENSION OF WATER AND SEWER MAIN AND CONNECTION INTO THE CITY WATER AND SEWER SYSTEM – TIMBERLINE GLENWOOD CIRCLE

Motion was made by Hansen, seconded by Hawley that the application for extension of water and sewer mains and connection into the city water and sewer system requested by Sioux Empire Development Corporation on Timberline Glenwood Circle be approved. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

PADMOUNTED TRANSFORMERS
THREE PHASE SOLID DIELECTRIC VACUUM RECLOSERS

Motion was made by Hawley, seconded by Hansen to reject bids for Padmounted Transformers and Three Phase Solid Dielectric Vacuum Reclosers as they were not firm priced bids and to authorize the staff to negotiate with vendors to purchase transformers and vacuum reclosers. All members present voted in favor of the motion.

2023 SANITARY SEWER MANHOLE REHAB PROJECT

	Schedule A	Schedule B
Hydro Clean	\$457,480.00	
Prunty Construction		\$1,558,630.00

TRANSIT VAN FOR PIPELINE TELEVISION – WASTEWATER DEPARTMENT

Flexible Pipe Tool	\$60,000.00
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Motion was made by Hawley, seconded by Hansen that the low bid of Hydro Clean (Schedule A Base Bid) in the amount of \$457,480.00 and the bid of Flexible Pipe Tool for the Transit Van for Pipeline Television in the amount of \$60,000.00 be approved; and that, after reviewing the contract for the above bid, that the President of the Board and/or Executive Vice President/General Manager be authorized to execute the approved contract documents. All members present voted in favor of the motion.

PURCHASE SEWER TELEVISION CAMERA EQUIPMENT THROUGH MINNESOTA
STATE CONTRACT #187482

Motion was made by Hansen, seconded by Bartels to approve the purchase of new Sewer Televising Camera Equipment (2023 Aries CCTV Voyager Command Center mounted in separately procured Ford Transit Chassis) from Flexible Pipe Tool Company (22606 186th Avenue, Cold Springs, MN 56320) through Minnesota Department of Administration, State Procurement Management, Minnesota State Contract No. 187482, in the amount of \$233,086.00. All members present voted in favor of the motion.

AUTHORIZATION TO SOLICIT BIDS

DIRECTORY PRINTING SERVICES

Motion was made by Hansen, seconded by Hawley that authorization be given to advertise for Directory Printing Services for the Telephone Department. All members present voted in favor of the motion.

EXECUTIVE SESSION

Motion was made by Bartels, seconded by Hansen to adjourn to an executive session for the purpose of discussing personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Doug Carruthers, Vice President