

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Tuesday, October 10, 2023, at the Utility building with the following members present: Bartels, Carruthers, Hansen, Hawley, President Harvey and City Council Liaison Avery.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held September 11, 2023, and the special meeting held September 25, 2023, were read and approved.

APPROVAL OF BILLS AND CLAIMS

Motion was made by Carruthers, seconded by Hansen that the following bills and claims be approved. All members present voted in favor of the motion. Advanced Media Technologies Inc, Systems/Cabling Inv, \$1450.00; Allegra, Printed Supplies, \$428.89; Appera, Supplies, \$130.74; ARIN, American Registry for Internet Numbers, IP/Routing Numbers, \$2000.00; Authorize.Net, Credit Card Processing Fee, \$422.25; Automatic Building Controls Inc., Fire Alarm System, \$12854.10; Badger Communications, Systems/Cabling Inv, \$16484.50; Bally Sports North, Contract Fee, \$8402.22; Blooston, Mordkofsky, Dickens & Prendergast, LLP, Legal Service, \$2560.75; Bluefin Payment Systems, Credit Card Processing Fee, \$14519.32; Bobcat Of Brookings, Supplies/Equipment Rental, \$929.99; Border States Elec Supply, Supplies, \$5134.55; Brookings Auto Mall, 2024 Chevrolet Silverado 2500, \$25982.00; Brookings Auto Mall, Vehicle Maintenance, \$274.94; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$138.81; Brookings Deuel Rural Water System, Rural Water Buyout, \$89100.00; Brookings Engraving, Uniforms, \$192.00; Brookings Equipment Inc, Equipment Maintenance, \$1140.39; Brookings Municipal Utilities, Office Utility Bill, \$53934.58; BSG Clearing Solutions, Telco Settlement, \$50.74; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$174.00; Business Track, Credit Card Processing Fee, \$11493.09; C & R Fire Suppression, Annual Fire Ext. Inspection, \$337.80; Calix Inc., Supplies, \$735.00; Card Connect, Credit Card Processing Fee, \$25.27; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$756.57; CCMI, License, \$4950.00; Century Link, Directory Listing, \$208.64; Century Link, Telephone Expense, \$81.34; City of Brookings, Contract Fee, \$7289.64; City of Sioux Falls, Water Samples, \$14.50; Civil Design Inc, Engineering Consulting, \$827.50; Climate Systems Inc, HVAC Maintenance, \$6795.61; Consortia Consulting Inc, Consulting Service, \$1499.00; Core & Main, Supplies, \$4298.05; Courtesy Plumbing Inc., Repair/Supplies, \$645.42; Credit Collections Bureau, Delinq. Account Collection, \$319.72; Dakota Pump Inc., Supplies, \$197.75; Dakota Supply Group, Supplies, \$6094.88; Dave's Window Cleaning, Inc, Window Service, \$74.00; Dept Of The Treasury, Federal Tax, \$6108.15; DGR Engineering Inc, Engineering Service, \$1299.00; DHE, LLC, Maintenance Fee, \$1196.63; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$228.98; Electric Pump, Supplies, \$728.00; Ethanol Products LLC, Chemicals,

\$1756.56; Express Communications, Inc., Telco Settlement, \$9803.23; Farmers Implement Irrigation, Supplies, \$1301.79; Fastenal Company, Supplies, \$138.60; Flexible Pipe Tools & Equip, Supplies, \$3818.15; Fox Scientific Inc., Supplies, \$538.36; Franz Reprographics, Plotter Maintenance, \$403.25; Frontier Precision Inc, Supplies, \$1656.00; G & R Controls, Equipment Repair/Supplies, \$1732.36; Grainger, Supplies, \$89.00; Gray Media Group Inc, Contract Fee, \$21145.73; Graybar Electric Company, Supplies, \$896.05; Graybar Electric Company, Systems/Cabling Inv, \$9.72; Great Northern Environmental, Supplies, \$1001.00; H & W Contracting, LLC, SW/SE Interceptor Replacement, \$483583.03; Hamlin Building Center, Supplies, \$113.03; Hawkins Inc, Chemicals, \$10248.43; Hawkins Inc, Supplies, \$1992.22; Hohn, Trevor, Travel, \$133.20; Homestead Do It Center, Supplies, \$1676.63; Hometown Service & Tire LLC, Vehicle Maintenance, \$41.00; Hydro-Klean, LLC, Manhole Rehabilitation, \$14744.45; Iconectiv, LLC, LNP Fee, \$654.95; Interstate Telecommunications Cooperative, Telephone Expense, \$282.39; Jackrabbit Tire Company, Work Equipment Maintenance, \$236.50; Lenander, Jason, Travel, \$17.70; Lewis Drug Inc, Supplies, \$8.97; Lowe's, Supplies, \$1048.83; Lumen, Telco Settlement, \$272.22; Mac's Catering, Employee Recognition, \$1040.00; Martin's Inc, Diesel/Oil, \$4374.02; Matheson Tri-Gas Inc, Supplies, \$261.15; Mid South Telecom, Repairs/Supplies, \$180.00; Mid South Telecom, Systems/Cabling Inv, \$2868.47; Midcontinent Comm., Contract Fee, \$708.32; Millennium, Supplies, \$1070.00; Moss Adams LLP, Consulting Service, \$2472.00; Muth Electric Inc, WWTP Wiring, \$3965.28; MVTL Laboratories Inc., Wastewater Analysis, \$1753.62; Napa Auto Parts, Supplies, \$22.29; Nexstar Broadcasting, Inc., Contract Fee, \$10063.65; Northwestern Energy, Natural Gas, \$66.43; Office Peeps Inc, Office Furniture, \$428.55; Office Peeps Inc, Supplies, \$1263.34; OneNeck IT Solutions LLC, Licenses, \$186.09; Papa John's Pizza, Meeting Supplies, \$73.95; Pests B Dead LLC, Pest Control, \$350.00; Pete Lien & Sons Inc, Chemicals, \$4819.76; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$413335.03; Quadient, Inc., Postage Meter Rental, \$1591.72; Ramsdell F&M Ltd., LP Fill, \$27.72; RC First Aid, Supplies, \$90.00; Resco, Supplies, \$3525.00; Runnings, Supplies, \$1648.03; Runnings, Uniforms, \$69.99; Schoon's Pump N' Pak, Vehicle Gasoline, \$5695.68; SD Dept of Rev, Enhanced 911, \$8857.97; SD Treasurer, Sales/Excise Tax, \$185685.54; Seeco, Supplies, \$5661.78; South Dakota Safety Council, Registration, \$760.00; Spot On Printing LLC, Uniforms, \$100.00; Springbrook, Credit Card Processing Fee, \$2999.13; Sprint PCS, PCS Phone Service, \$4.97; State Theatre Company, Supplies, \$70.00; Sturdevant's Auto Value, Supplies, \$373.21; Subway, Meeting Supplies, \$199.92; Sunbelt Rentals, Inc, Generator Rental, \$4587.75; SWCA Environmental Consultants, Consulting Service, \$7244.66; Swede's Electric, Labor/Supplies, \$122.40; Swiftel Communications, Office Phone Bill, \$128094.32; Swiftel Communications, Petty Cash, \$82.86; The UPS Store, Freight, \$509.34; U.S. Bank National Association, 2012 SRF Loan Final Payment, \$8949185.45; United Parcel Service, Freight, \$51.51; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$27221.40; USA Bluebook, Supplies, \$741.03; Velocity Dynamics, LLC, Supplies, \$1096.57; Wesco, Transformers 500 KVA, \$95570.00; Winter Contracting, LLC, Raw/Treated Water Pipelines, \$180564.00; Witt, Eric, Travel, \$133.20; WW Tire Service Inc, Work Equipment Maintenance, \$118.52; Xcel Energy/NSP, Utility Bill, \$9.05; Yorkshire Eye Clinic & Optical, Safety Glasses, \$350.00; Young Door Service, Inc., Labor/Repair, \$93.25; Active Heating Inc., Conserve/Demand Incentive, \$100.00; Briggs, Ken, Conserve/Demand Incentive, \$12.00; Bruinsma, Keith, Conserve/Demand Incentive, \$500.00; Chipps, Steve, Conserve/Demand Incentive, \$150.00; Keyser, Justin, Conserve/Demand Incentive, \$175.00; Larson, Dale, Conserve/Demand Incentive, \$500.00; Lewis Drug,

Conserve/Demand Incentive, \$3126.00; Longar, Jack, Conserve/Demand Incentive, \$1325.00; DOMINIACK, SCOTT, Refund Check, \$85.55; BRIDLE/UNIV ESTS SANITARY DIST, Refund Check, \$104.00; MORROW, TODD, Refund Check, \$220.00; GONZALEZ, GENESIS, Refund Check, \$26.15; KIMURA, JASON, Refund Check, \$33.71; VOLGA RENTALS LLC, Refund Check, \$153.18; FARMER ON FIRE, Refund Check, \$252.92

PERSONNEL INFORMATION

Department Salaries (September): Electric, \$238,684.52; Water, \$106,271.67; Wastewater, \$120,751.72; Telephone, \$324,866.94; Retirement, \$47,437.17; Social Security, \$55,664.45; Insurance, \$100,484.39; 101,635.86; Deferred Comp, \$15,017.49.

Salary Changes: M. Heninger, \$43.07; L. Voegeli, \$4,695.57; M. Robinson, \$45.34.

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Hawley to adjourn to an executive session to consult 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.

APPROVAL OF 2024 CAPITAL IMPROVEMENT PROGRAM

Motion was made by Carruthers that the following Resolution No. 26-23 be approved.

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

PUBLIC HEARING ON 2024 BUDGET AND PROPOSED RATE INCREASES

A public hearing was held on the 2024 Budget and proposed rate increases for wastewater and water. No one appeared and no written complaints were received. The public hearing closed.

REVIEW 2024 BUDGET

Laura Julius, Financial & IT Manager, gave a brief overview on the proposed 2024 Budget for the Board's consideration. No action was taken. More detail will be shared at the next Utility Board Meeting.

FIRST READING OF WATER RATE REVIEW

The proposed rate increase for water service was reviewed. Motion was made by Hawley, seconded by Carruthers to approve the first reading of the proposed rate increase in residential and commercial water rates. All members present voted in favor of the motion.

FIRST READING OF WASTEWATER RATE REVIEW

The proposed rate increase for wastewater service was reviewed. Motion was made by Carruthers, seconded by Hansen to approve the first reading of the proposed rate increase in residential and commercial wastewater rates. All members present voted in favor of the motion.

WATER STRATEGIC PRIORITIES

The Water Strategic Priorities were reviewed with the Utility Board. No action was taken.

FIRST READING OF AMENDMENT TO ELECTRIC RULES AND REGULATIONS

The proposed rate increase for new electric construction services was reviewed. Motion was made by Carruthers, seconded by Hansen to approve the first reading of the proposed rate increase in new electric construction services. All members present voted in favor of the motion.

RETIREMENT OF 2012 CLEAN WATER STATE REVOLVING FUNDS

Motion was made by Hawley that the following Resolution No. 27-23 be approved.

RESOLUTION NO. 27 - 23

RESOLUTION AUTHORIZING THE RETIREMENT OF CLEAN WATER STATE REVOLVING FUNDS ISSUED IN 2012

WHEREAS Brookings Municipal Utilities (BMU) has outstanding debt of \$8,877,059.34 from Clean Water State Revolving Funds issued in 2012; and

WHEREAS the Brookings Municipal Utilities Board has determined that it is beneficial to BMU to retire the above-mentioned State Revolving Funds issued in 2012; and

WHEREAS the Brookings Municipal Utilities Board has determined that there are sufficient resources within the BMU fund balances to retire the debt outstanding from the above-mentioned bond issued in 2012.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board authorizes the Executive Vice President and General Manager to execute the documents necessary to retire the outstanding debt from the Clean Water State Revolving Funds in 2012 effective October 15, 2023.

Adopted this 10th day of October, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

INTERFUND LOAN FROM TELEPHONE FUND TO WASTEWATER FUND

Motion was made by Carruthers that the following Resolution No. 28-23 be approved.

RESOLUTION NO. 28 - 23

RESOLUTION AUTHORIZING AN INTERFUND
LOAN AMONGST UTILITY FUNDS

WHEREAS the Brookings Municipal Utilities Board has determined that it is beneficial for BMU to establish an interfund loan from the Telephone Fund to the Wastewater Fund to aid in the retirement of State Revolving Fund debt issued in 2012 and the construction of wastewater collection system improvements; and

WHEREAS the Brookings Municipal Utilities Board approved the 2024 Capital Improvement Program providing for interfund loans and capital projects; and

WHEREAS the interfund loan established to aid in the retirement of the 2012 State Revolving Fund debt is \$9,000,000 and the interfund loan established to aid in Wastewater Collection System Capital Improvement Projects is \$7,000,000 (consisting of Southwest Interceptor-Phase 3 and 34th Avenue Sewer); and

WHEREAS the Brookings Municipal Utilities Board has determined that the above mentioned interfund loan from the Telephone Fund to the Wastewater Fund shall be in the amount of \$16,000,000 and that the Wastewater Fund shall repay the above mentioned interfund loan from the Telephone Fund over a term of five years and that the above mentioned interfund loan shall bear an interest rate of 2.0% annually.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the \$16,000,000 interfund loan from the Telephone Fund to the Wastewater Fund in 2023 be approved with the provisions that the interfund loan, principal and interest, be repaid at the rate of 2.0% interest to be due and payable in full before September 30, 2028, unless extended by further resolution.

BE IT FURTHER RESOLVED that this Resolution No. 28-23 shall serve as the promissory note documenting the interfund loan between the Telephone Fund and the Wastewater Fund.

Adopted this 10th day of October, 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 WATER/SEWER CONNECTION INTO CITY WATER/SEWER – 20th STREET SOUTH – BRANCH CREEK ADDITION

Motion was made by Carruthers, seconded by Hawley that the application for extension for water and sewer mains and connection into the city water and sewer system requested by Branch Creek Corporation on 20th Street South – Branch Creek Addition be approved. All members present voted in favor of the motion.

APPLICATION FOR WATER CONNECTION INTO CITY WATER – TRAILS HEAD – MAIN AVENUE SO. AND TRAIL RIDGE ROAD

Motion was made by Carruthers, seconded by Bartels that the application for extension of water main and connection into the city water system requested by Minor Investments FLLLP at Trails Head on Main Avenue South and Trail Ridge Road be approved. All members present voted in favor of the motion.

APPLICATION FOR WATER CONNECTION INTO CITY WATER – WILLOW TRAIL – INDIAN HILLS ADDITION

Motion was made by Hawley, seconded by Hansen that the application for extension of water main and connection into the city water system requested by Willow Trail LLC in Willow Trail – Indian Hills Addition be approved. All members present voted in favor of the motion.

APPLICATION FOR WATER/SEWER CONNECTION INTO CITY WATER/SEWER – SIOUX VILLAGE – INDIAN HILLS ADDITION

Motion was made by Carruthers, seconded by Hawley that the application for extension for water and sewer mains and connection into the city water and sewer system requested by Brookings Built Green in Sioux Village – Indian Hills Addition be approved. All members present voted in favor of the motion.

FINAL PAYMENT ON THE WATER SYSTEM UPGRADE – PHASE I – WATER MAIN

Motion was made by Hansen that the following Resolution No. 29-23 be approved.

RESOLUTION NO. 29 - 23

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON WATER SYSTEM UPGRADE –
PHASE 1 WATER MAIN

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$180,564.00 to Winter Contracting LLC be approved for the Water System Upgrade – Phase 1 Water Main.

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

Adopted this 10th day of October, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

PURCHASE APPROVAL OF BOBCAT SKIDSTEER LOADER THROUGH SOURCEWELL
FOR ELECTRIC, WATER AND WASTEWATER

Motion was made by Carruthers, seconded by Hawley to approve the purchase of a Skidsteer Loader through Sourcewell in the amount of \$73,142.68 for the Electric, Water and Wastewater Department. Motion carried.

BIDS

AWARDING OF BIDS

WWTP FACILITY IMPROVEMENTS – THICKENER MECHANISM

KHC Construction	\$677,000.00
Gridor Construction	\$522,400.00
Rice Lake West Inc.	\$628,600.00

WATER METERS – WATER DEPARTMENT

Metering & Technology Solutions	\$84,211.90
Ferguson Waterworks	\$89,250.00

Motion was made by Carruthers, seconded by Hansen that the low bid of Gridor Construction in the amount of \$522,400.00 for the WWTF Thickener Improvements and Metering & Technology Solutions in the amount of \$84,211.90 for Water Meters 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.

AUTHORIZATION TO SOLICIT BIDS

FIRE HYDRANTS, VALVES & RELATED SUPPLIES CHEMICALS

Motion was made by Carruthers, seconded by Hansen that authorization be given to advertise for Fire Hydrants, Valves & Related Supplies and Chemicals. All members present voted in favor of the motion.

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Hawley to adjourn to an executive session for the purpose of discussing personnel.

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President