

Municipal Utilities Board
City of Brookings

November 13, 2023

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, November 13, 2023, at the Utility Building with the following members present: Bartels, Carruthers, Hansen, Hawley, President Harvey and City Council Liaison Rasmussen.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held October 10, 2023, and the special meeting held October 23, 2023, were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

605 Custom Design LLC, Uniforms, \$493.00; Active Heating Inc., Conserve/Demand Incentive, \$100.00; Agritech, Supplies, \$23.00; Allegra, Printed Supplies, \$422.41; Appeara, Supplies, \$130.74; AT & T Mobility, PCS Phone Service, \$6032.19; Aureon Network Services, LNP Fees, \$40.00; Austreim Excavating, Gravel Blading, \$5706.25; Badger Communications, Systems/Cabling Inv, \$1156.42; Bally Sports North, Contract Fee, \$8418.70; Baumtrog, Travis, Conserve/Demand Incentive, \$1325.00; Bendix Inc., Printer/Copier Maintenance, \$2293.57; Blooston, Mordkofsky, Dickens & Prendergast, LLP, Legal Service, \$991.50; Bluefin Payment Systems, Credit Card Processing Fee, \$14839.84; Bobcat Of Brookings, Supplies/Equipment Rental, \$17.50; Border States Elec Supply, Decorative LED Holophone, \$25772.64; Border States Elec Supply, Holophane Light Pole, \$34295.40; Border States Elec Supply, Supplies, \$18720.13; Bowes Construction Inc, Asphalt, \$1200.80; Briggs, Ken, Travel, \$1266.71; Brookings County Finance Office, License, \$16.50; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$715.38; Brookings Deuel Rural Water System, Supplies, \$1038.32; Brookings Engineer, Drainage Fee, \$4622.80; Brookings Engraving, Uniforms, \$12.00; Brookings Municipal Utilities, Office Utility Bill, \$50405.98; Brookings Municipal Utilities, Petty Cash, \$120.00; Brookings Register, Advertising/Legals, \$120.00; BSG Clearing Solutions, Telco Settlement, \$22.76; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$174.00; Business Track, Credit Card Processing Fee, \$9147.36; Card Connect, Credit Card Processing Fee, \$9678.53; Carpenter, Chris J, CDL Renewal, \$35.00; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$582.14; CCP Industries Inc, Supplies, \$260.45; CC's, Employee Recognition, \$600.00; CDW Government Inc, SCADA software, \$4938.75; CDW Government Inc, Systems/Cabling Inv, \$4029.00; Century Link, Telephone Expense, \$243.81; City of Brookings, Contract Fee, \$7200.58; City of Brookings, Customer Service Week Supplies,

\$3444.00; City of Brookings Landfill, Landfill Fee, \$343.31; City of Vermillion, Tower Lease Payment, \$770.00; Consortia Consulting Inc, Consulting Service, \$1275.00; Core & Main, Supplies, \$6003.68; Credit Collections Bureau, Delinq. Account Collection, \$137.70; Culligan of Brookings, Bottled Water, \$65.00; Dacotah Bank Center, Recognition Banquet Venue, \$475.00; Dakota Supply Group, Supplies, \$21549.42; Dakota Supply Group, Systems/Cabling Inv, \$8080.08; Danger von Dempsey's Brookings, Meeting Supplies, \$203.00; DANR, Permit, \$250.00; Dept Of The Treasury, Federal Tax, \$6076.20; Desmet, Dale, Conserve/Demand Incentive, \$150.00; DGR Engineering Inc, Engineering Service, \$15069.84; DHE, LLC, Maintenance Fee, \$1196.63; Directory Resources Co LLC, Software Maintenance, \$1250.00; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$742.03; Egeberg, Aaron, Travel, \$313.80; Einspahr Auto Plaza, Vehicle Maintenance, \$381.00; Eurofins Eaton Analytical LLC, Analysis, \$540.00; Express Communications, Inc., Telco Settlement, \$10804.42; Farmers Implement Irrigation, Supplies, \$93.93; Fastenal Company, Supplies, \$313.95; Flexible Pipe Tools & Equip, Work Equip Maintenance, \$2301.05; Foerster Supply Inc, Supplies, \$6321.00; Franz Reprographics, Plotter Maintenance, \$201.29; G & R Controls, Equipment Repair/Supplies, \$421.27; Gail Nelson Marital Trust, Crop Damage/Tree Removal, \$31203.00; General Repair Service Inc, Repair/Supplies, \$5241.80; Golden West Technologies Inc., Tech Support, \$1545.60; Goldfield Telecom LC, Metal Cassette Optical Splitters, \$592.74; Goldfield Telecom LC, Systems/Cabling Inv, \$1702.05; GP Auto Service & Repair, Vehicle Maintenance, \$32.09; Grainger, Supplies, \$35.40; Gray Media Group Inc, Contract Fee, \$21135.76; Graybar Electric Company, Sales/Cabling Inv, \$3203.46; Graybar Electric Company, Supplies, \$5707.95; GuidePoint Security, LLC, Software Licensing, \$23734.00; H & A Enterprises, Tower Lease Payment, \$922.37; H & W Contracting, LLC, SW/SE Interceptor Replacement, \$289572.91; Hach Chemical Company, Supplies, \$1574.00; Hawkins Inc, Chemicals, \$8903.00; Hawley, Spence, Travel, \$72.05; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$250.00; Henkin Schultz Comm Arts, Communications Consultant, \$3250.00; Hillyard/Sioux Falls, Janitorial Supplies, \$1143.90; Homestead Do It Center, Sump Pump Program, \$23.45; Homestead Do It Center, Supplies, \$43.91; Hometown Service & Tire LLC, Vehicle Maintenance, \$35.00; Hydro-Klean, LLC, Manhole Rehabilitation, \$59258.85; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$66.72; Innovative Systems, Software/Hardware Maint, \$33317.21; Interstate All Battery Center, Supplies, \$1708.70; Interstate Telecommunications Cooperative, Telephone Expense, \$335.01; Jackrabbit Tire Company, Work Equipment Maintenance, \$1616.66; Jimmy Johns #926, Meeting Supplies, \$63.25; John Deere Financial, Supplies, \$29.82; Julius, Laura, Meeting Supplies, \$127.23; Kabris, Curt, Meeting Supplies, \$223.69; Kaiser Well Drilling Inc, Well Drilling, \$13368.39; Langbehn, Jared, Conserve/Demand Incentive, \$500.00; Lewis Drug Inc, Supplies, \$46.53; Lowe's, Supplies, \$1002.63; Lumen, Telco Settlement, \$272.22; Martin's Inc, Diesel/Oil, \$2329.09; Matheson Tri-Gas Inc, Supplies, \$269.39; Mediacom LLC, Broadband Service, \$100.48; Melby Photography, Photograph, \$385.00; Metaswitch Networks, Annual Support/Licenses, \$5861.25; Mid South Telecom, Systems/Cabling Inv, \$95.00; Midcontinent Comm., Contract Fee, \$726.56; Missouri River Energy Services, Registration, \$350.00; MMUA, Membership Dues, \$520.00; MMUA, Safety Training, \$7643.70; Moss Adams LLP, Consulting Service, \$600.00; MVTL Laboratories Inc., Wastewater Analysis, \$359.04; Napa Auto Parts, Supplies, \$234.06; Nardini Fire Equipment Co Inc, Fire Extinguisher/Maintenance, \$540.00; Nexstar Broadcasting, Inc., Contract Fee, \$10059.78; Niklason Masonary, Concrete/Supplies, \$1100.00; North Central International, Inc., Equipment/Maintenance, \$1422.30; Northwestern Energy, Natural Gas, \$101.25; Office Peeps Inc, Supplies, \$2217.49; Pete Lien & Sons Inc,

Chemicals, \$12931.25; Pizza Ranch, Employee Recognition, \$89.53; Prairie Graphics, Uniforms, \$165.00; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$111612.49; Prussman Contracting Inc, Asphalt Patch, \$892.50; Prussman Contracting Inc, Equipment Rental, \$225.50; PS Industries Inc, Supplies, \$172.94; Ramsdell F&M Ltd., LP Fill, \$43.58; Rasmussen, Sheldon, Conserve/Demand Incentive, \$250.00; RC First Aid, Supplies, \$192.00; Resco, Supplies, \$1670.00; Riverside Technologies, Inc., Computer Supplies, \$58.00; Robinson, Mike, Wiring Permits, \$300.00; Runnings, Employee Recognition, \$289.94; Runnings, Supplies, \$2462.40; Runnings, Uniforms, \$179.99; Schaffer Law Office, Prof. LLC, Legal Service, \$12304.50; Schoon's Pump N' Pak, Vehicle Gasoline, \$3486.04; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$2736.00; SD Dept of Rev, Enhanced 911, \$8571.32; SD State Treasurer, Communication Impaired Fee, \$1909.85; SD Telecom Association, Registration, \$11780.75; SD Treasurer, Sales/Excise Tax, \$153845.24; SDN Communications, Circuit Lease, \$20816.43; Sioux Valley Energy, Dispatching Service, \$1100.00; South Dakota Newspaper Services. Inc, Employment Advertising, \$1400.22; South Dakota One Call, Locate Fee, \$324.45; Springbrook, Credit Card Processing Fee, \$2920.84; Sprint PCS, PCS Phone Service, \$39.24; Steffen, Bryce, CDL Renewal, \$35.00; Stuart C. Irby, Supplies, \$247.50; Sturdevant's Auto Value, Supplies, \$404.83; Sunbelt Rentals, Inc, Generator Rental, \$4587.75; SWCA Environmental Consultants, Consulting Service, \$428.55; Swiftel Communications, Office Phone Bill, \$127291.27; SwipeClock LLC, Subscription, \$555.00; The UPS Store, Freight, \$840.15; Thompson, Ryan, Travel, \$313.80; Tires Tires Tires, Vehicle Maintenance, \$66.00; Town & Country Shopper Inc., Advertising, \$350.00; Traffic Control Corp, Supplies, \$100.00; Travel Leaders, Air Fare, \$620.41; Uline, Supplies, \$822.91; United Parcel Service, Freight, \$48.00; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$32040.70; USA Bluebook, Supplies, \$1982.59; Walker & Associates Inc, Supplies, \$33447.63; Wesco, Supplies, \$1372.50; Wesco, Transformer, \$19300.00; WW Tire Service Inc, Work Equipment Maintenance, \$356.94; Xcel Energy/NSP, Utility Bill, \$9.28; Yarrow, Gary, Conserve/Demand Incentive, \$500.00; ZOHO Corporation, Annual Subscription, \$4941.00; BEST CHOICE, Refund Check, \$774.87; BOTHEL, JAMES, Refund Check, \$52.16; KERRY'S SPRINKLERS INC, Refund Check, \$3301.42; FESER, KEVIN, Refund Check, \$121.96; GONZALEZ, ROSENDO JR, Refund Check, \$763.69; JACKSON, ROBERT, Refund Check, \$130.26; ZMUDA, JORDAN, Refund Check, \$223.67; BOWAH, BELSHIBA, Refund Check, \$38.25; ELECTRIC COMPANY OF SD, Refund Check, \$3312.14; SCHULTE, PAITYN, Refund Check, \$54.89;

HENKINSCHULTZ PRESENTATION

Toby Kane and Doug Murano from HenkinSchultz introduced themselves and provided a brief overview of the of a public messaging campaign they will be working on for Brookings Municipal Utilities.

PERSONNEL INFORMATION

Department Salaries (October): 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, \$100,484.39101,635.86; Deferred Comp, \$15,017.49.

Salary Changes: K. Briggs, \$9,448.24; C. Christenson, \$9,920.63; K. Johnson, \$6,092.87; C. Kabris, \$15,873.89; S. Mack, \$7,554.16; V. Munson, \$4,701.83; C. Bachman, \$9,448.24; M. Kuechenmeister, \$8,488.69; T. McClain, \$30.92; E. Witt, \$13,140.91; P. Egeberg, \$10,815.00; K. Hanson, \$7,406.04; L. Julius, \$16,474.85; K. Krogman, \$7,192.37; S. Meyer, \$22,531.25; R. Peterson, \$6,759.38; L. Sebring, \$6,527.27; L. Voegeli, \$4,930.35; R. Halgerson, \$12,774.81; T. Rymerson, \$27.67; R. Thompson, \$9,920.63; T. VanderWal, \$9,920.63;

EXECUTIVE SESSION

Motion was made by Bartels, 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.

QUARTERLY FINANCIAL REVIEW

Steve Meyer, Executive Vice President/General Manager, presented a quarterly financial review of third quarter 2023.

APPROVAL OF 2024 BUDGET

Motion was made by Carruthers that the following Resolution No. 30-23 be approved.

RESOLUTION NO. 30 - 23

RESOLUTION APPROVING THE 2024 BUDGET

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Budget for the fiscal year 2024 be hereby adopted as presented this 13th day of November, 2023.

	2024 <u>Receipts</u>	2024 <u>Disbursements</u>
Electric Fund	\$ 33,893,230	\$ 32,677,474
Telephone Fund	\$ 11, 691,154	\$ 7,948,997
Wastewater Fund	\$ 6,970,777	\$ 13,332,585
Water Fund	<u>\$ 49,945,791</u>	<u>\$ 47,260,629</u>
Total	\$ 102,500,952	\$101,219,685

Adopted this 13th day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

WATER RATE ADJUSTMENT

Motion was made by Hawley that the following Resolution No. 31-23 be approved.

RESOLUTION NO. 31 – 23

RESOLUTION AMENDING WATER RATE SCHEDULE

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Water Utility, Article IV, Rates and Charges, Section 3-2 and 3-3 be amended to read as follows:

WATER SYSTEM

Section 3-2. Water - Residential

A residential user shall be defined as a domestic dwelling unit such as houses, mobile homes, and permanent multi-family dwellings with a separate water meter.

The owner or occupant of each residential premise to which water is supplied by Brookings Municipal Utilities shall pay service charge per meter dependent upon the size of meter as set forth below.

Service Charges:

<u>Meter Size</u>	<u>Monthly Service Charges</u>
5/8, 3/4" or 1"	\$22.00
1 1/4" or 1 1/2"	\$69.50
2"	\$102.50

Service charges for all meters larger than 2" shall be made according to the Commercial Service Charge Schedule. Service charges will be determined at the time application is made.

Usage Charge:

The following rates shall be applicable to all water provided during the monthly billing period:

All Cubic Feet	\$0.90	\$1.239 per 100 cu. ft.
Surcharge 2023 Bond Issue	\$2.450/100	cu. ft. water used

The following additional conditions shall be applicable to all water provided during the billing periods ending in July, August and September:

Each customer will be assigned a Summer Peak Usage Adjustment Level (SPUAL). The SPUAL will be set at an amount equal to 300% of the greater of the Winter Residential City Monthly Average (WRCMA) or the average of the customer's most recent usage for the billing cycles ending in December, January, February and March at the customer's current residence. The WRCMA will be calculated each year (rounded up to the nearest tenth) after the billing cycle ending in March. Usage data from the most recent previous three year's billing cycles ending in December, January, February and March will be used in the calculation (12 bills in all).

Any customer who does not have water usage history with the utility at the premises at which he or she has requested service shall be assigned the WRCMA for purposes of computing their SPUAL.

All water consumed above the assigned SPUAL on bills dated July, August and September will be provided at the rate of two times the published rate per 100 cu. ft. of water.

Irrigation water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.15. The service charge shall be \$7.00 per billing cycle for billing cycles ending November through April for irrigation meters left in place during these billing periods.

A \$50.00 fee shall be applied to all reinstalled irrigation meters.

Rural water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

Rural water rates for customers connected to the Aurora distribution line are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

Section 3-3. Water – Commercial/Industrial/Institutional.

A commercial user shall include any facility operating as a business, either profit or nonprofit, and all publicly owned facilities, except consumers listed under residential, industrial, and institutional.

An Industrial user is an entity permitted by Brookings Municipal Utilities Industrial Waste Pretreatment Program.

An Institutional user shall include an entity of local, state, or federal government, including colleges, and universities, that discharge to the wastewater collection system through one or more master connections as opposed to individual connections for each building. An institutional user may operate its own private collection system.

The owner or occupant of each non-residential premise to which water is supplied by Brookings Municipal Utilities shall pay a service charge per meter dependent upon the size of meter as set forth below.

Service Charges:

<u>Meter Size</u>	<u>Monthly Service Charges</u>
5/8", 3/4" or 1"	\$ 22.00
1 1/4" or 1 1/2"	\$ 69.50
2"	\$ 102.50
3"	\$ 200.00
4"	\$ 305.50
6"	\$ 594.00
8"	\$1,015.00
10"	\$1,445.00

Service charges will be determined at the time application is made.

Usage Charge:

The following rates shall be applicable to all water provided during the monthly billing period:

All Cubic Feet ~~\$0.90~~ \$1.239 per 100 cu. ft.
Surcharge 2023 Bond Issue \$2.450/100 cu. ft. water used

The following additional conditions shall be applicable to all water provided during the billing periods ending in July, August and September:

Each customer will be assigned a Summer Peak Usage Adjustment Level (SPUAL). The SPUAL will be set at an amount equal to 300% of the greater of the Winter City Monthly Average (WCMA) or the average of the customer's most recent usage for the billing cycles ending in December, January, February and March at the customer's current premise. The WCMA will be calculated each year (rounded up to the nearest tenth) after the billing cycle ending in March. Usage data from the most recent previous three year's billing cycles ending in December, January, February and March will be used in the calculations (12 bills in all).

Any customer who does not have water usage history with the utility at the premises at which he or she has requested service shall not be assigned a SPUAL until after they have established a three month billing history.

All water consumed above the assigned SPUAL on bills dated July, August and September will be provided at the rate of two times the published rate per 100 cu. ft. of water.

Irrigation water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.15. The service charge shall be \$7.00 per billing cycle for billing cycles ending November through April for irrigation meters left in place during these billing periods.

A \$50.00 fee shall be applied to all reinstalled irrigation meters.

Rural water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

Rural water rates for customers connected to the Aurora distribution line are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

BE IT FURTHER RESOLVED by the Brookings Municipal Utilities Board that these rate changes become effective with the January 2024 billing.

Adopted this 13th day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

WASTEWATER RATE ADJUSTMENT

Motion was made by Hawley that the following Resolution No. 32-23 be approved.

RESOLUTION NO. 32 - 23

RESOLUTION AMENDING WASTEWATER RATE SCHEDULE

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Wastewater Utility, Article IV, Rates and Charges, Section 2-2, 2-3, 2-4 and 2-5 be amended to read as follows:

RATES AND CHARGES
WASTEWATER SYSTEM

Section 2

Section 2-2. Wastewater -- Residential.

A residential user shall be defined as a domestic dwelling unit such as houses, mobile homes, and permanent multi-family dwellings with a separate water meter.

Wastewater will be computed at the rate of 100 cubic feet of water used in the billing cycles ending in December, January, February and March plus a customer charge based on the schedule below. The average monthly bill of these four billing cycles will determine the monthly wastewater charge for the following eight cycles.

Monthly Billing Rate

Customer Charge	\$16.40 <u>\$17.05</u> per month
Usage per 100 cu. ft. of water used charged	\$2.478 <u>\$4.879/100 cu. ft.</u>
Surcharge 2012 Bond Issue	\$2.213/100 cu. ft. water used

Section 2-3. Wastewater – Commercial

A commercial user shall include any facility operating as a business, either profit or nonprofit, and all publicly owned facilities, except consumers listed under residential, industrial, and institutional.

Wastewater will be computed by one of the following two methods, at the Utilities option: 1) at the rate of 100 cubic feet of water used, plus a customer charge based on the schedule below for each month of the year, or 2) based on metered wastewater flow at the rate of 100 cubic feet of wastewater, plus a customer charge based on the schedule below for each month of the year.

Monthly Billing Rate

Customer Charge	\$16.40 <u>\$17.05</u> per month
Usage per 100 cu. ft. of water used / or wastewater flow	\$2.478 <u>\$4.879/100 cu. ft.</u>
Surcharge 2012 Bond Issue	\$2.213/100 cu. ft. water used

Section 2-4. Wastewater – Industrial

An Industrial user is an entity permitted by Brookings Municipal Utilities Industrial Waste Pretreatment Program.

When an Industrial (Pretreatment) permit is required, the applicable fees shall be as follows:

Wastewater Contribution Permit Application Fee - \$100
Annual Wastewater Contribution Permit Fee - \$30

Wastewater will be computed by one of the following two methods, at the Utilities option: 1) at the rate of 100 cubic feet of water used, plus a customer charge based on the schedule below for each month of the year, or 2) based on metered wastewater flow at the rate of 100 cubic feet of wastewater, plus a customer charge based on the schedule below for each month of the year.

Monthly Billing Rate

Customer Charge	\$16.40	<u>\$17.05</u> per month
Usage per 100 cu. ft. of water used / or wastewater flow	\$2.478	<u>\$4.879</u> /100 cu. ft.
Surcharge 2012 Bond Issue	\$2.213	/100 cu. ft. water used

Section 2-5. Wastewater – Institutional

An Institutional user shall include an entity of local, state, or federal government, including colleges, and universities, that discharge to the wastewater collection system through one or more master connections as opposed to individual connections for each building. An institutional user may operate its own private collection system.

Wastewater will be computed by one of the following two methods, at the Utilities option: 1) at the rate of 100 cubic feet of water used, plus a customer charge based on the schedule below for each month of the year, or 2) based on metered wastewater flow at the rate of 100 cubic feet of wastewater, plus a customer charge based on the schedule below for each month of the year.

Monthly Billing Rate

Customer Charge	\$16.40	<u>\$17.05</u> per month
Usage per 100 cu. ft. of water used / or wastewater flow	\$2.478	<u>\$4.879</u> /100 cu. ft.
Surcharge 2012 Bond Issue	\$2.213	/100 cu. ft. water used

BE IT FURTHER RESOLVED by the Brookings Municipal Utilities Board that these rate changes become effective with the January 2024 billing.

Adopted this 13th day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

ELECTRIC RATE ADJUSTMENT

Motion was made by Hawley that the following Resolution No. 33-23 be approved.

RESOLUTION NO. 33 - 23

RESOLUTION AMENDING BROOKINGS MUNICIPAL UTILITIES
RULES AND REGULATIONS GOVERNING THE ELECTRIC DEPARTMENT

WHEREAS BMU has drafted proposed revisions to these Rules and Regulations governing the Electric Utility, Article IV - Section 1 and Article V - Section 14 as shown on the attached.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Brookings Municipal Utilities Rules and Regulations governing the Electric Utility be amended as shown on the attached Rules and Regulations Governing the Electric Utility dated November 13, 2023.

Adopted this 13th day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

TRANSFER OF SURPLUS FUNDS

Motion was made by Hawley that the following Resolution No. 34-23 be approved.

RESOLUTION NO. 34 - 23

RESOLUTION AMENDING RESOLUTION NO. 16-23
PROVIDING FOR TRANSFER OF UTILITY SURPLUS FUNDS
TO THE CITY GENERAL FUND

WHEREAS the Brookings Municipal Utilities Board passed Resolution No. 16-23 providing the transfer of Utility surplus funds to the City General Fund beginning January 1, 2023; and

WHEREAS it is the intent of the Brookings Municipal Utilities Board to change the above referenced transfer levels of surplus funds to the General Fund and an additional transfer to the General Fund for the purpose of funding General Fund initiatives to improve regional economic development; and

WHEREAS the annexation of Brookings Municipal Utilities property into the corporate city limits of the City of Brookings created municipal sales tax changes that impacted the contractual obligations of the Brookings Municipal Utilities Water Fund; and

WHEREAS it is the intent of the Brookings Municipal Utilities Board to change the Electric Fund Annual Transfer by an amount identified by Water Treatment Plant (WTP) Change Order #2 – Municipal Sales Tax and Reduction in South Dakota Sales Tax for the WTP passed by the Brookings Municipal Utilities Board on June 12, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that Resolution No. 16-23 be amended to provide that, beginning January 1, 2024, transfers be made to the City General Fund from the Electric and Telephone Funds in amounts as established by the following:

Electric Fund

Total Annual Transfer of \$2,380,000 to the City General Fund less WTP Change Order #2 and
Additional \$25,000 transfer to the Brookings Economic Development Corporation

Telephone Fund

Total Annual Transfer of \$175,000 to the City General Fund
and
Additional \$25,000 transfer to the Brookings Economic Development Corporation

Adopted this 13th day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

FIRST READING OF WATER RATE ADJUSTMENT – PURCHASED RURAL WATER CUSTOMERS

The proposed rate increase for water service for purchased rural water customers was reviewed. Motion was made by Hansen, seconded by Bartels to approve the first reading of the proposed rate increase for purchased rural water customers. All members present voted in favor of the motion.

HEALTH INSURANCE CONTRIBUTION RATE REVIEW

Motion was made by Hawley that the following Resolution No. 35-23 be approved.

RESOLUTION NO. 35 - 23

RESOLUTION AUTHORIZING HEALTH INSURANCE
CONTRIBUTION RATES

WHEREAS Resolution No. 37-96 established a self funded program for the provision of health insurance; and

WHEREAS the Brookings Municipal Utilities Board intends to establish the levels of employee and employer contributions to fund the program.

NOW, THEREFORE, BE IT RESOLVED that the 2024 employee and employer monthly contributions to the self funded health insurance program be established as follows:

	<u>Employer's Share (75%)</u>	<u>Employee's Share (25%)</u>	<u>Total</u>
Single	\$ 600.98	\$200.32	\$ 801.30
Employee/Minor Dependents	\$1,283.76	\$427.92	\$1,711.68
Employee/Spouse Family	\$1,132.25	\$377.41	\$1,509.66
	\$1,813.03	\$604.34	\$2,417.37

Adopted this 13th day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS ELECTRIC & TELECOMMUNICATIONS EQUIPMENT TO BE DESTROYED

Motion was made by Carruthers that the following Resolution No. 36-23 be approved.

RESOLUTION NO. 36 - 23

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT FOR DESTRUCTION

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:

NT TECO 1941 SINGLE BRACKET	1
LEVITON WIRE DISTRIBUTION SPOOL #40054-DSS	25
Leviton vertical management # 4980L-VFR	2
Leviton Duct F/R 80 in. Channel, Vert Cable Mgmt	2
NT M5316 HANDSFREE SPEAKER BUSINESS PHONE	1
T-ADAPTER 4-CONDUCTOR	10
Signamax 14' C6-115BU-14FB PC-14ft Cat6 Patch cord	36
PARADYNE ADSL/R MODEM BRIDGE	1
SONIC WALL TZ105	1
DLINK DUAL BAND RANGER EXTENDER #DAP-1520	3
NORTEL CICS W/CALLER ID #NTUBU0529	2
NORTEL BCM POWER SUPPLY #NT7B65LC	1
ESI 50LBASE CABINET #5000-0646 WITH 5 YR WARRANTY	2
WIRELESS JACK KIT #PX441	1
Tripp Lite Metered PDU, S. Phase, OU, 100-127V	2
Wall Mount Bracket for VVX 150/250	7
NORTEL MICS UPGRADE TOO; #NTAB2569	1
LC/SM DUPLEX PANEL #CCHCP12-A9	1
HUBBELL FIBER OPTIC MODULE #STRAY12F	2
ANDREW GROUNDING BUSS BAR #UGBKIT-0414	8
NT M9316 CLASS PHONE	1
Nortel NT T 7208 Key Phone Refurbished	1
NORTEL STARTALK FLAS LITE 2.0 W 10 MAILBOXES	1
CHALFANT SUPPORT PLATE KIT	2
ENTONE AMULET D1 GB DVR	11
ENTONE HYDRA 250 GB DVR	3
ENTONE HYDRA 500 GB DVR	45
ENTONE AMULET F1 WITH HPNA NO DVR	4
ENTONE AMULET F1 WO HPNA-NO DVR	17

ENTONE AMULET 455 500MG #99-80500009	111
ENTONE KAMAI 400 (NO DVR) #99-88000000	113
ADB 1761SF WITH IR REMOTE	22
REMOTE ENTONE IR/RF HYDRA R60279848	134
AMINO REMOTE CONTROL #513-027	317
SMC NETWORK BRIDGE	12
10/100 MULTI-DSL 802.11 WIRELESS ROUTER	21
EXTERNAL 320 GB DVR FOR AMULET	1
ADB HDB1-1TB DVR HARD DRIVE	8
Wood Transmission Poles	6
Street Light Poles	9

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 for destruction in accordance with the provision of SDCL 6-13.

Adopted this 13^h day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE TRANSFER OF SERVICE TERRITORY AGREEMENT

Motion was made by Carruthers that the following Resolution No. 37-23 be approved.

RESOLUTION NO. 37 - 23

RESOLUTION APPROVING AGREEMENT--TRANSFER OF SERVICE TERRITORY WITH SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE INC. (City of Brookings Resolution 22-103)

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 Northwest Quarter (NW ¼) of Section Thirteen (13) excluding the south Eight Hundred Sixty Feet (S 860') of the North One Thousand Nine Hundred Seventy Feet (N 1,970') of the West Six Hundred Twenty-Eight Feet (W628'), Excluding the North One Thousand One Hundred Ten Feet (N 1,110') and Excluding Lot H-2 thereof; All in Section Thirteen (13), Township One Hundred Ten (110) North, Range Fifty (50) West of the 5th P.M., County of Brookings, State of South Dakota; and

The Northeast Quarter (NE ¼) of Section Thirteen (13), Excluding the North One Thousand One Hundred Ten Feet (N 1,110') of the West Four Hundred Seventy-eight Feet (W 478') and Excluding the North Five Hundred Eighty-four Feet (N 584') of the East Five Hundred Twenty-four Feet (E 524') thereof, All in Section Thirteen (13), Township One Hundred Ten (110) North, Range Fifty (50) West of the 5th P.M., County of Brookings, State of 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 13th day of November, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

DISCUSSION OF RESCHEDULING DECEMBER 26 BOARD MEETING

Motion was made by Hansen, seconded by Carruthers to reschedule the meeting scheduled for December 26th to Friday, December 22nd at 11:45 a.m. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

FIRE HYDRANTS, VALVES & RELATED SUPPLIES – WATER DEPARTMENT

	Bid Sch 1 Hydrants	Bid Sch 2 Saddles	Bid Sch 3 Corp & Curb Stops	Bid Sch 4 Gate Valves
Dakota Supply Group		\$3,046.99	\$3,177.55	\$50,548.50
Ferguson Waterworks	\$91,419.88	\$2,439.08	\$2,872.10	\$58,597.10
Core & Main	\$93,8-5.50	\$3,928.66	\$2,811.20	\$50,915.35
Sioux Falls Winwater		\$7,828.0		\$81,201.80

SANITARY SEWER INTERCEPTOR REPLACEMENT – PHASE III

S. J. Louis Construction	\$5,914,848.00	\$(99,810.00)
H & W Contracting LLC	\$5,846,854.96	\$(13,500.00)
Halme, Inc.	\$6,167,871.15	
Winter Contracting LLC	\$4,886,674.00	\$(36,674.00)
First Rate Excavate Inc.	\$6,917,609.00	\$(175,000.00)
Prunty Construction Co. Inc.	\$6,499,553.85	\$(1,000.00)

Motion was made by Carruthers, seconded by Hansen that the following low bids be approved: Dakota Supply Group, Bid Sch 4 – Gate Valves - \$50,548.50; Ferguson Waterworks, Bid Sch 1 – Hydrants - \$91,419.88 and Bid Sch 2 – Saddles - \$91,419.88; Core & Main, Bid Sch 3 – Corp & Curb Stops - \$2,811.20; Winter Contracting Inc., Sanitary Sewer Interceptor Replacement – Phase III Base Bid - \$4,886,674.00 & Bid Alternate No. 1 (\$36,674.00); 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.

PADMOUNTED TRANSFORMERS

Motion was made by Carruthers, seconded by Hawley to reject the bids for Padmounted Transformers due to non-compliance and authorize the staff to negotiate quotes to purchase Padmounted Transformers. All members present voted in favor of the motion.

UNDERGROUND PRIMARY & SECONDARY CONDUCTOR

	Item 1	Item 2	Item 3	Item 4
	10,000'	40,000'	12,000'	12,000'
	350 KCMIL	1/0 AWG	4/0 Triplex	#4 Triplex
	Primary	Primary	Secondary	Secondary
BSE			\$29,220.00	\$11,880.00
Graybar Electric			\$26,432.00	\$9,732.00
Irby			\$24,600.00	\$7,080.00
Wesco	\$78,750.00	\$186,400.00	\$33,000.00	

600 AMP DEAD FRONT PADMOUNTED SWITCHGEAR

	Item 1	Item 2	Item 3	Item 4
	10 - 2-Way	4 – 3-Way	1 1-Way	15
	Switchgear	Switchgear	Switchgear	Fiberglass
				Box Pads
Irby	\$275,000.00	\$100,000.00	\$30,075.00	\$31,500.00
Resco	\$266,804.10	\$99,942.24	\$31,424.74	

Motion was made by Carruthers, seconded by Hansen that the following low bids be approved: Irby, Item 3 – 12,000’ of 4/0 Triplex Secondary - \$24,600.00 and 12,000’ of #4 Triplex Secondary - \$7,080.00; Wesco, 10,000’ 350 KCMIL Primary - \$78,750.00 and 40,000’ 1/0 AWG Primary - \$186,400.00; Irby, 1 One Way Switchgear - \$30,075.00 and 15 Fiberglass Box Pads - \$31,500.00; and Resco – 10 Two Way Switchgear - \$266,804.10 and 4 Three Way Switchgear - \$99,942.24; 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 FOR THE FOLLOWING:
FIBER ACCESS EQUIPMENT – TELECOMMUNICATIONS DEPARTMENT
FIBER OPTIC CABLE – TELECOMMUNICATIONS DEPARTMENT
SEASONAL LIFT STATION RENOVATION – PUMPS, ETC – WASTEWATER DEPT.
6TH STREET PRESSURE REDUCING VALVE REPLACEMENT – WATER DEPT.

Motion was made by Hansen, seconded by Hawley that authorization be given to advertise for Fiber Access Equipment, Fiber Optic Cable, Seasonal Lift Station Renovations – Pumps, Etc., and 6th Street Pressure Reducing Valve Replacement. All members present voted in favor of the motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President