

Municipal Utilities Board
City of Brookings

December 8, 2025

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, December 8, 2025, at the Utility building with the following members present: Bartels, Hawley, Harvey, Vice President Hansen and City Council Liaison Avery. Absent: Carruthers.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held November 10, 2025, and the special meeting held November 24, 2025 were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

Allegra, Printed Supplies, \$154.82; AMC Optics, Supplies, \$1990.90; AMP Electric Construction Inc, Labor/Supplies, \$258.81; Anixter Inc, Supplies, \$110.00; Anixter Inc, Systems/Cabling Inv, \$3124.00; Appear, Supplies, \$153.76; AT & T Mobility, PCS Phone Service, \$3468.42; Bendix Inc., Printer/Copier Maintenance, \$813.96; Bluefin Payment Systems, Credit Card Processing Fee, \$14733.31; BMU Coffee Fund, Coffee Fund Reimbursement, \$1440.00; Border States Elec Supply, Supplies, \$9469.81; Border States Elec Supply, Systems/Cabling Inv, \$8.48; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$91.01; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings Engineer, Drainage Fee, \$14143.29; Brookings Municipal Utilities, Petty Cash, \$31.00; Brookings Radio, Advertising, \$2000.00; Business Track, Credit Card Processing Fee, \$8153.06; Card Connect, Credit Card Processing Fee, \$9592.56; Carus LLC, Chemicals, \$3591.00; CDW Government Inc, SCADA Software, \$10728.65; Century Business Products, Printer/Copier Maintenance, \$2167.64; City of Brookings, 2012 International Truck, \$15000.00; City of Brookings, Contract Fee, \$6316.78; City of Brookings Landfill, Landfill Fee, \$8413.80; Click Rain, Website Maintenance, \$3500.00; Complete Plumbing Inc., Labor/Supplies, \$328.87; Core & Main, Supplies, \$841.45; Courtesy Plumbing Inc., Repair/Supplies, \$415.50; Credit Collections Bureau, Delinq. Account Collection, \$801.49; Cubby's Sports Bar & Grill, Calendar Photo Contest, \$130.00; Culligan of Brookings, Bottled Water, \$66.00; Dakota Mainstem, Membership Dues, \$8745.00; Dave's Window Cleaning, Inc, Window Service, \$83.00; Dept Of The Treasury, Federal Tax, \$5096.71; DHE, LLC, Maintenance Fee, \$900.00; Double K Sales & Detailing LLC, Work Equipment Maintenance, \$938.19; Drexler, Brian, Travel, \$531.58; Electrical Engineering & Equip Co, Annual Service & Inspection, \$1376.55; Electrical Engineering & Equip Co, Repair, \$736.85; Elevate Drone Services LLC, Drone Service, \$200.00; Ethanol Products LLC, Chemicals, \$803.64; FanDuel Sports Network, Contract Fee, \$3617.70; Fastenal Company, Supplies, \$117.90; First Bank & Trust, Bank Processing Fee,

\$1.00; Foerster Supply Inc, Supplies, \$501.50; Fox Corporation, Contract Fee, \$190.26; Gardner Denver Nash, LLC, Equipment Maintenance, \$16399.07; GCS Holdings LLC, Tower Lease Payment, \$600.00; Grainger, Supplies, \$62.90; Graybar Electric Company, Supplies, \$3417.50; Graybar Electric Company, Systems/Cabling Inv, \$15900.72; Great Northern Environmental, LLC, Supplies, \$1155.72; Gridor Const., Inc., Water Treatment Plant, \$353514.00; H & A Enterprises, Tower Lease Payment, \$922.37; Hawkins Inc, Chemicals, \$1378.00; HDR, Inc, Engineering Service, \$145415.53; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$2505.00; Highline Construction Inc., 34th Ave Pole Relocation, \$50565.00; Homestead Do It Center, Supplies, \$14.81; Innovative Systems, LLC, Software/Hardware Maintenance, \$22995.00; Interstate Telecommunications Cooperative, Telephone Expense, \$353.85; Jackrabbit Tire & Service, Inc, Work Equipment Maintenance, \$77.98; JHK Consulting, LLC, Wage Survey, \$500.00; John Deere Financial, Supplies, \$110.23; Lumen, Telco Settlement, \$272.22; Martin's Inc, Diesel/Oil, \$71.20; Matheson Tri-Gas Inc, Supplies, \$109.40; Metaswitch Networks, Ltd, Support Renewal, \$67614.22; Midcontinent Comm., Contract Fee, \$725.62; Midstates Flooring Co, Supplies, \$177.99; Midwest Glass LLC, Supplies/Repairs, \$202.50; Missouri River Energy Services, Registration, \$350.00; MVTL Laboratories Inc., Wastewater Analysis, \$1471.59; NCTC, TV Programs Fee, \$84766.58; Nexstar Broadcasting, Inc., Contract Fee, \$14355.12; Niklason Masonary, Concrete/Supplies, \$2980.00; Pests B Dead LLC, Pest Control, \$140.00; Pete Lien & Sons Inc, Chemicals, \$7026.86; Pinnacle Marketing Group, Directory Publication, \$7633.77; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$278631.67; Prussman Contracting Inc, Main Repair/Equipment Rental, \$2450.50; RC First Aid, Supplies, \$100.00; Rental Depot, Equipment Rental, \$79.95; RMB Environmental Laboratories, Inc, Water Analysis, \$1020.00; Runnings, Supplies, \$25.97; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$1638.00; SD Dept of Rev, Enhanced 911, \$11313.12; SD Treasurer, Sales/Excise Tax, \$19989.57; SD Water & Wastewtr Assn, Membership Dues, \$200.00; SDN Communications, Circuit Lease, \$2378.99; Sencore Inc, Service Agreement, \$5697.60; Sentry, LLC, Wellfield Expansion, \$719324.71; Sioux Valley Energy, Dispatching Service, \$1100.00; South Dakota One Call, Locate Fee, \$223.65; Springbrook, Credit Card Processing Fee, \$2595.01; Springbrook Holding Company LLC, Software Support, \$6245.00; Sturdevant's Auto Value, Supplies, \$350.62; Swiftel Communications, Office Phone Bill, \$163222.18; TeamViewer GmbH, Software Subscription, \$1189.60; TelVue Corporation, Hardware/Software/Support, \$5727.50; Thatcher Company, Inc, Chemicals, \$14190.24; T-Mobile, PCS Phone Service, \$55.21; Uline, Inc, Supplies, \$215.92; United Parcel Service, Freight, \$43.48; Universal Service Adm. Co, USAC Contribution, \$33369.43; US Signal Company, LLC, Hardware/Software/Consulting, \$5367.88; US Signal Company, LLC, SCADA Software/Support, \$13658.72; USA Bluebook, Supplies, \$766.28; Verizon, CABS Refund, \$644.68; Vermeer High Plains, Supplies, \$76.10; Wage Works, Inc, Benefit Plan Fee, \$165.00; Walker & Associates Inc, Supplies, \$325.76; Wesco, Supplies, \$1538.55; WW Tire Service Inc, Work Equipment Maintenance, \$1251.07; Xcel Energy/NSP, Utility Bill, \$12.83; ANDERSON UNDERGROUND, Refund Check, \$3162.92; Anundson, D, Telephone Refund, \$26.41; Buller, David, Telephone Refund, \$7.83; Elverud, Clarice H, Telephone Refund, \$10.56; Gilk, Dylan J, Telephone Refund, \$23.72; Haines, Kayla M, Telephone Refund, \$36.48; Hansen, Marissa, Telephone Refund, \$75.45; High Point Networks LLC, Telephone Refund, \$178.66; Johnson, Robert C, Telephone Refund, \$60.25; TRUJILLO, PABLO, Refund Check, \$188.98; TUTTLE, ANDREW, Refund Check, \$124.41;

PERSONNEL INFORMATION

Department Salaries (November): Electric, \$272,358.62; Water, \$137,577.76; Wastewater, \$120,945.01; Telephone, \$330,756.33; Retirement, \$54,293.54; Social Security, \$58,553.92; Insurance, \$117,439.83; Deferred Comp, \$16,441.28.

Salary Changes: M. Scott, \$23.83; J. Pedersen, \$8,249.14;

EXECUTIVE SESSION

Motion was made by Hawley, seconded by Bartels 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 and personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

CANCELLING CERTAIN OUTSTANDING CHECKS

Motion was made by Hawley that the following Resolution No. 40-25 be approved.

RESOLUTION NO. 40 - 25

RESOLUTION CANCELLING CERTAIN OUTSTANDING CHECKS

WHEREAS, Brookings Municipal Utilities has issued checks that have been outstanding for more than one hundred eighty days.

WHEREAS, SDCL 9-23-21 allows for cancellation of checks not timely presented.

NOW, THEREFORE, BE IT RESOLVED that the following checks (see listing below) be cancelled and the proper accounts be credited as follows:

Electric Fund	\$3,687.63
Telephone Fund	<u>\$1,833.80</u>
TOTAL	\$5,521.43

REPORT OF OPEN CHECKS ELECTRIC FUND 603 THROUGH DATE - 06/30/25

CHECK NO.	CHECK DATE	AMT. OF CHECK	VENDOR NAME
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158116	07/08/2024	\$27.25	Kathleen Apland
158889	08/26/2024	\$2,200.00	Boss' Pizzeria and Sports Bar
159213	09/23/2024	\$26.34	La May De La Rosa
159223	09/23/2024	\$76.31	Oshonik Kumar
159689	11/12/2024	\$75.29	Colten Allen
159975	12/09/2024	\$66.06	Shiloh Doop
159995	12/09/2024	\$5.71	Lorraine Utech
160108	12/09/2024	\$450.00	Clinton & Andrea Powell
160253	01/13/2025	\$11.42	Karina Bourcy
160679	02/21/2025	\$30.16	Robin Eich
160938	03/24/2025	\$30.43	Danielle Kroschel
161057	04/14/2025	\$229.39	Ajak Geu
161250	04/28/2025	\$8.32	Michael Smith
161383	05/12/2025	\$178.18	Hunter Jager
161678	06/09/2025	\$53.74	Jacy Bird
161682	06/09/2025	\$183.49	Zanto Centeno
161834	06/23/2025	\$19.83	Steven Arrell
161845	06/23/2025	\$15.71	Jarrod Redday
Total		\$3,687.63	

**REPORT OF OPEN CHECKS
TELEPHONE FUND 611
THROUGH DATE - 06/30/25**

CHECK NO.	CHECK DATE	AMT. OF CHECK	VENDOR NAME
158424	07/19/2024	\$19.06	Mohammadmehdi Danesh
158430	07/19/2024	\$29.14	Tucker Driscoll
158439	07/19/2024	\$28.40	Ethan Gilbert
158470	07/19/2024	\$2.72	Nesrine Mansour
158491	07/19/2024	\$37.29	Himesh Parmar
158498	07/19/2024	\$68.09	Thomas Pofahl
158499	07/19/2024	\$60.86	Paige Reichert
158513	07/19/2024	\$90.25	Trevor Swift Hawk
158516	07/19/2024	\$3.39	Hunter Tietjen
158525	07/19/2024	\$2.72	Paige Wright
158661	08/12/2024	\$37.41	Lizzi Boomsma
158672	08/12/2024	\$90.29	Braden Dybdahl
158699	08/12/2024	\$44.80	Cameron Martinmaas
158705	08/12/2024	\$36.90	Hunter Miles
158738	08/12/2024	\$40.68	Mohammad Younis
158895	08/26/2024	\$31.00	Heather Dahlgren

158897	08/26/2024	\$30.51	Delta Chi Housing Corp
158899	08/26/2024	\$146.83	Fit My Feet
158900	08/26/2024	\$2.67	Diane Froiland
158904	08/26/2024	\$16.53	Alli Guberud
158926	08/26/2024	\$6.78	Trent Moeller
158934	08/26/2024	\$20.35	Reid Pierzinski
159375	10/15/2024	\$49.23	Miles Harming
159383	10/15/2024	\$5.14	Sdanish Kadir
159688	11/12/2024	\$31.63	Maria Alfaro
159697	11/12/2024	\$42.13	Budget Truck Rental
159698	11/12/2024	\$31.41	Ceres Women's Fraternity
159699	11/12/2024	\$8.95	Manley Dotson
159737	11/12/2024	\$3.83	Sagenet/Casey's General Stores, Inc
159738	11/12/2024	\$138.39	Screenworks Nep
159739	11/12/2024	\$6.56	Matthew Sehr
159864	11/25/2024	\$170.00	Brady DeJong
160417	01/27/2025	\$10.91	Randy & Val Demers
160432	01/27/2025	\$13.65	Jim Simmons
160825	03/10/2025	\$50.07	Jared Dominguez
160829	03/10/2025	\$31.63	Benitez
160832	03/10/2025	\$28.99	Colton Read
161239	04/28/2025	\$85.43	Nhi Vong
161244	04/28/2025	\$64.21	Blue Sky Technologies
161690	06/09/2025	\$24.67	Antonio Lansang
161693	06/09/2025	\$51.75	Mara Fitzpatrick
161704	06/09/2025	\$30.51	Hope M Hagin
161720	06/09/2025	\$36.52	Keeley Klein
161723	06/09/2025	\$20.67	Thai P Say
161730	06/09/2025	\$50.85	Jacob Spreng
			Cole Brian Zephier
Total		\$1,833.80	

Adopted this 8th day of December 2025.

ATTEST:

Spence Hawley, Secretary

Seth Hansen, Vice President

Motion was made by Hawley that the following Resolution No. 40-25 be approved.

DELINQUENT WRITEOFFS

Motion was made by Hawley that the following Resolution No. 41-25 be approved.

RESOLUTION NO. 41 - 25

RESOLUTION FOR AUTHORIZATION TO WRITE OFF DELINQUENT
ACCOUNTS FOR UTILITIES AND TELEPHONE DEPARTMENTS

BE IT RESOLVED by the Brookings Municipal Utilities Board that pursuant to SDCL 9-22-4, the accounts attached hereto are hereby determined to be uncollectible and shall be removed from the records and disclosed on this year's financial report. Evidence of such debt shall be retained by the Utilities to support subsequent collections of said accounts.

Electric	\$ 32,951.26
Telephone	\$ 20,487.00
Wastewater	\$ 6,776.52
Water	\$ 7,604.47
Refuse	<u>\$ 2,107.06</u>
 TOTAL	 \$ 69,926.31

Adopted this 8th day of December, 2025.

ATTEST:

Spence Hawley, Secretary

Seth Hansen, Vice President

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

SURPLUS EQUIPMENT TO BE DESTROYED

Motion was made by Harvey that the following Resolution No. 42-25 be approved.

RESOLUTION NO. 42 - 25

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:

- 1 - H-2 80' Transmission Pole
- 1 - H-1 85' Transmission Pole
- 2 - Switches
- 1 - Laptop 1
- 4 - Servers

1 - Storage Array
Network Rack and Accessories
Folder
Folder jogger
Abco Workstation
Media File
Shelving
2 - File Cabinets
14" Quick Cut Saw – Serial #360190977
Flipper Cabinet
1999 Security Camera System

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 destroyed in accordance with the provisions of SDCL 6-13.

Adopted this 8th day of December, 2025.

ATTEST:

Spence Hawley, Secretary

Seth Hansen, Vice President

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

CHANGE ORDER NO. 1 – BMU RAW & TREATED WATER PIPELINES PROJECT – PHASE 5

Motion was made by Bartels, seconded by Hawley to approve Change Order No. 1 for the BMU Raw & Treated Water Pipelines Project – Phase 5. All members present voted in favor of the motion.

FINAL PAYMENT ON THE BMU RAW & TREATED WATER PIPELINES PROJECT – PHASE 5

Motion was made by Harvey that the following Resolution No. 43-25 be approved.

RESOLUTION NO. 43 - 25

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON THE BMU RAW & TREATED
WATER PIPELINES PROJECT – PHASE 5

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of 278,631.67 to Prunty Construction Company Inc. be approved for the BMU Raw & Treated Water Pipelines Project – Phase 5.

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

Adopted this 8th day of December, 2025.

ATTEST:

Spencer Hawley, Secretary

Seth Hansen, Vice President

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

CHANGE ORDER NO. 1 – WELLFIELD EXPANSION PROJECT

Motion was made by Hawley, seconded by Harvey to approve Change Order No. 1 for the Wellfield Expansion Project. All members present voted in favor of the motion.

CHANGE ORDER NO. 8 – WATER SYSTEM UPGRADE PROJECT

Motion was made by Harvey, seconded by Hawley to approve Change Order No. 8 for the Water System Upgrade Project. All members present voted in favor of the motion.

ENGINEERING AMENDMENT NO. 6 – WATER SYSTEM UPGRADE PROJECT

Motion was made by Hawley, seconded by Harvey to approve Engineering Amendment No. 6 for the Water System Upgrade Project. All members present voted in favor of the motion.

PURCHASE APPROVAL OF SKIDSTEER LOADER THROUGH SOURCEWELL FOR WATER AND WASTEWATER DEPARTMENTS

Motion was made by Harvey, seconded by Hawley to approve the purchase of a Skidsteer Loader with attachments through Sourcewell Contract #020223-CEC in the amount of \$107,209.88 for the Water and Wastewater Department. Motion carried.

SIOUX VALLEY BUYOUT AGREEMENT

Motion was made by Harvey that the following Resolution No. 44-25 be approved.

RESOLUTION NO. 44 - 25

RESOLUTION APPROVING AGREEMENT--TRANSFER OF
SERVICE TERRITORY WITH
SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE INC.
(City of Brookings Resolution 25-053)

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 West Half of the Northwest Quarter, Excluding Platted Areas in Section Twenty (20), Township One Hundred (110) North, Range Forty Nine (49) West of the 5th P.M., County of Brookings, State of South Dakota, Excluding Land North of the U.S. Highway 14 Bypass

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

Adopted this 8th day of December, 2025.

ATTEST:

Spence Hawley, Secretary

Seth Hansen, Vice President

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

SITE AND WATER TOWER COLLOCATION LEASE AGREEMENT – EAST CENTRAL COMMUNICATIONS COUNCIL

Motion was made by Harvey, seconded by Hawley to approve the Site and Collocation Lease Agreement on the 22nd Avenue Water Tank with the East Central Communications Council. All members present voted in favor of the motion.

2026 UTILITY BOARD MEETING DATES

Motion was made by Hawley, seconded by Bartels to approve the 2026 Utility Board Meeting dates as presented. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

BMU RAW & TREATED WATER PIPELINES – PHASE 6 PROJECT

	Base Bid	Bid Alt A	Bid Alt B
Prunty Construction	\$1,466,567.50	\$34,900.00	\$151,160.00
H & W Contracting	\$1,658,139.26	\$39,944.21	\$110,065.00
Winter Contracting LLC	\$1,690,000.00	\$34,629.25	\$105,790.00

First Rate Excavate	\$1,844,753.29	\$42,510.71	\$170,914.00
LL & Sons Excavating	\$1,954,156.05	\$36,259.80	\$114,386.50
Siteworks Inc.	\$1,987,250.45	\$43,949.35	\$152,986.00

Motion was made by Harvey seconded by Bartels that the low base bid of \$1,466,567.50 and Bid Alternate A - \$34,900.00 from Prunty Construction for the BMU Raw & Treated Water Pipelines – Phase 6 Project be approved contingent upon SD DANR approval; 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.

WWTP DEWATERING IMPROVEMENTS PROJECT

	Base Bid	Alternate 1	Alternate 2
Gridor Construction	\$5,325,000.00	\$700,000.00	\$30,000.00
John T. Jones Construction	\$5,567,000.00	\$685,531.00	\$59,537.00
Rice Lake West Inc.	\$6,139,000.00	\$676,500.00	\$53,700.00
AB Contracting Inc.	\$5,805,000.00	\$676,000.00	\$47,000.00
Journey Group Companies	\$5,467,648.00	\$649,883.00	\$44,875.00
Sentry LLC	\$5,553,235.00	\$631,018.00	\$45,174.00
605 Companies Inc.	\$5,490,000.00	\$699,000.00	\$47,000.00

Motion was made by Harvey seconded by Bartels that the low base bid of \$5,325,000.00, Bid Alternate 1 – \$700,000.00 and Bid Alternate 2 - \$30,000.00 from Gridor Construction for the Brookings WWTP Dewatering Improvements Project 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.

WASTEWATER STRATEGIC PRIORITIES

Eric Witt, Water/Wastewater & Engineering Manager, reported on the Wastewater Department strategic priorities. No action was taken.

EXECUTIVE SESSION

Motion was made by Harvey, seconded by Bartels 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.

AUTHORIZING AMOUNT FOR THE 2026 LONG TERM INCENTIVE COMPENSATION PLAN

Motion was made by Harvey that the following Resolution No. 45-25 be approved.

RESOLUTION NO. 45 - 25

RESOLUTION AUTHORIZING THE AGGREGATE
AMOUNT FOR THE 2026 LONG TERM INCENTIVE COMPENSATION PLAN

WHEREAS on November 12, 2024, the City of Brookings Municipal Utilities Board (the “Board”) approved and adopted the Brookings Municipal Utilities Long-Term Incentive Compensation Plan (the “LTIP”); and

WHEREAS the LTIP provides that each year the Board shall determine the total aggregate amount available for allocation to the Participants’ accounts; and

WHEREAS the Board wishes to declare \$36,000.00 shall be available for allocation to Participant accounts for 2026.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amount of \$36,000.00 be available in the aggregate for allocation to individual Participant accounts.

Adopted this 8th day of December, 2025.

ATTEST:

Spence Hawley, Secretary

Seth Hansen, Vice President

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

ADJOURNMENT

The meeting adjourned.

ATTEST:

Spencer Hawley, Secretary

Seth Hansen, Vice President