

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, February 12, 2024, at the Utility Building with the following members present: Hansen, Hawley, President Harvey and City Council Liaison Rasmussen. Absent: Bartels and Carruthers.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held January 9, 2024, and January 22, 2024, 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.

ABRA Autobody & Glass of Brookings, Vehicle Maintenance, \$2079.35; Advanced Engineering & Environmental Service, Engineering Services, \$665.99; Appera, Supplies, \$65.37; AT & T Mobility, COPP Device, \$503.67; AT & T Mobility, PCS Phone Service, \$2920.19; Avera Medical Group Occupation, Drug Screening, \$70.36; Bendix Inc., Printer/Copier Maintenance, \$604.96; Bluefin Payment Systems, Credit Card Processing Fee, \$11997.90; Border States Elec Supply, Supplies, \$1728.30; Bowes Construction Inc, Asphalt Patch, \$14596.77; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$438.66; Brookings Engraving, Supplies, \$331.00; Brookings Municipal Utilities, Office Utility Bill, \$65129.39; BSG Clearing Solutions, Telco Settlement, \$33.68; Buffalo Ridge Concrete, Inc., Concrete/Supplies, \$923.41; Business Track, Credit Card Processing Fee, \$7318.65; Card Connect, Credit Card Processing Fee, \$9581.07; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$439.18; Central Bank, Employee Recognition, \$243.00; Century Link, Telephone Expense, \$160.85; City of Brookings, Contract Fee, \$7071.41; City of Brookings Landfill, Landfill Fee, \$519.54; Courtesy Plumbing Inc., Repair/Supplies, \$2528.65; Credit Collections Bureau, Delinq. Account Collection, \$308.11; Dakota County Treasurer, NE Real Estate Tax, \$1271.66; Dakota Supply Group, System/Cabling Inv, \$801.50; Dave's Window Cleaning, Inc, Window Service, \$99.00; Dept Of The Treasury, Federal Tax, \$5991.07; DGR Engineering Inc, Engineering Service, \$202.50; DHE, LLC, Maintenance Fee, \$996.63; Elevate Drone Services LLC, Drone Service, \$200.00; Eurofins Eaton Analytical LLC, Analysis, \$1050.00; Fastenal Company, Supplies, \$528.40; First Baptist Church, Directory Delivery, \$1245.75; Foerster Supply Inc, Supplies, \$1251.70; Grainger, Supplies, \$35.80; Graybar Electric Company, Supplies, \$4095.82; Graybar Electric Company, System/Cabling Inv, \$4516.99; Gridor Const., Inc., Water Treatment Plant, \$3367810.60; GuidePoint Security, LLC, Software Licensing, \$1352.40; Hawkins Inc,

Chemicals, \$2200.00; Homestead Do It Center, Supplies, \$95.07; Infinera Corporation, Support Agreement, \$26767.73; Interstate Telecommunications Cooperative, Telephone Expense, \$349.23; Jackrabbit Tire Company, Work Equipment Maintenance, \$1361.11; JB Enterprises, Inc, Customer Service Week, \$284.76; Lone Star Telequip, Inc., Supplies, \$182.45; Lumen, Telco Settlement, \$272.22; Mack, Scott, Travel, \$613.09; Matheson Tri-Gas Inc, Supplies, \$400.33; Midamerican Energy, Utility Bill, \$50.59; Moss Adams LLP, Consulting Service, \$600.00; MVTL Laboratories Inc., Wastewater Analysis, \$912.12; Nelson, Brian K, Travel, \$17.70; Northwestern Energy, Natural Gas, \$909.59; Office Peeps Inc, Office Furniture, \$2632.00; OneNeck IT Solutions LLC, Software/Consulting, \$2.84; Outlaw Graphics, Vehicle Graphics, \$2848.00; Pests B Dead LLC, Pest Control, \$245.00; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$110903.34; Prunty Construction Co, Inc, Repairs, \$12521.32; RC First Aid, Supplies, \$82.50; Riverside Technologies, Inc., Computer Supplies, \$58.00; Riverside Technologies, Inc., Laptop, \$1635.00; Runnings, Supplies, \$22.09; Schwartz Manure Hauling & Septic Service Inc, Sludge Removal, \$1170.00; SD Dept of Environ & Nat, Certification, \$60.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$856.00; SD Dept of Rev, Enhanced 911, \$8530.90; SD Municipal Electric Association, Membership Dues, \$21478.00; SD Treasurer, Sales/Excise Tax, \$152475.65; Sioux Valley Environmental, Chemicals, \$36411.00; Sprint PCS, PCS Phone Service, \$107.84; Sturdevant's Auto Value, Supplies, \$1294.59; Sunbelt Rentals, Inc, Generator Rental, \$4587.75; Swanson, Todd, CDL License Renewal, \$35.00; SWCA Environmental Consultants, Consulting Service, \$712.91; Swiftel Communications, Office Phone Bill, \$129629.74; Teledynamics, System/Cabling Inv, \$72.33; Tetonka, LLP, Wetland Mitigation Credits, \$22176.00; The UPS Store, Freight, \$21.55; Timmons Construction, Inc, Sump Pump Program, \$969.39; United Parcel Service, Freight, \$46.77; Universal Service Adm. Co, USAC Contribution, \$32040.70; USA Bluebook, Supplies, \$1938.75; Verizon, Phone Service, \$20.02; Winter Contracting, LLC, Raw/Treated Water Pipelines, \$730029.79; Xcel Energy/NSP, Utility Bill, \$10.48; BENNETT, TONY, Refund Check, \$72.50; BRIDLE/UNIV ESTS SANITARY DIST, Refund Check, \$117.00; DEN-WIL INVESTMENTS INC, Refund Check, \$63.99; FOERSTER, HALEY, Refund Check, \$222.12; GUERUE, MONICA, Refund Check, \$57.30; HELTZEL, REECE, Refund Check, \$106.92; Sanderson, Zach, Conserve/Demand Incentive, \$150.00;

PERSONNEL INFORMATION

Department Salaries (January): Electric, \$251,550.25; Water, \$123,027.77; Wastewater, \$121,621.41; Telephone, \$334,393.83;

Retirement, \$49,023.44; Social Security, \$59,745.12; Insurance, \$105,325.18; Deferred Comp, \$15,048.54;

Salary Changes: P Chase, 424.24; J. Reller, \$28.14; J. Ladegaard, \$28.14; K. McClain, \$24.79.

New Employees: E. Hiltunen \$18.18; G. Tagg, \$18.18

HENKINSCHULTZ PRESENTATION

Doug Murano and Toby Kane from HenkinSchultz were present to give the Board an update to the public messaging campaign. No action was taken.

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.

MISSION STATEMENT

Motion was made by Hansen, seconded by Hawley that an amendment be made to the mission statement as stated below. All members present voted in favor of the motion.

To serve our customers with reliable and advanced energy, water, wastewater and telecommunications products and services in a prompt, courteous and environmentally sensitive manner. The services provided will be at competitive rates, generating sufficient income for continued infrastructure improvements and a return to our owners.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of fourth quarter 2023.

SCHOLARSHIP PROGRAM REVIEW

An annual review of the BMU Scholarship Program was held. Motion was made by Hawley, seconded by Hansen to keep the scholarship program the same by offering 3 - \$1,000 scholarships to three recipients per the guidelines adopted previously. All members present voted in favor of the motion.

AUTHORIZATION TO PURCHASE GASOLINE FOR BMU FOR 2023

Motion was made by Hansen, seconded by Hawley that in compliance with SDCL 5-18-25 and after soliciting quotations from 13 suppliers on quotation forms on file in the office of the Executive Vice President/General Manager for BMU's fuel needs for 2024, the following quotations were received and a contract will be entered into with Schoon's Pump 'N Pak of Brookings. All members voted in favor of the motion.

	Unleaded Gasoline	
	Market Amount	Over the Rack Price
	<u>With Ethanol</u>	<u>Without Ethanol</u>
Schoon's Pump 'N Pak	.0294¢	.0294¢

POLICY MANUAL AMENDMENT – INFORMATION TECHNOLOGY GOVERNANCE POLICY

Motion was made by Hansen that the following Resolution No. 3-24 be approved.

RESOLUTION NO. 3 - 24

RESOLUTION AMENDING POLICY MANUAL
PERSONNEL SECTION
INFORMATION TECHNOLOGY GOVERNANCE POLICY

WHEREAS a comprehensive statement of policy governing the organizational and operational affairs of the Brookings Municipal Utility has been adopted by the Brookings Municipal Utilities Board (the "Board"), which statement is now on file in the office of the Executive Vice President/General Manager; and

WHEREAS after due consideration the Board finds that a section be added to the Personnel Policy, Section 302.10, Information Technology Governance Policy, in said statement should be made.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Policy Manual be amended as shown on the attached.

Adopted this 12th day of February, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS TELECOMMUNICATIONS EQUIPMENT AND POSTAGE MACHINE

Motion was made by Hawley that the following Resolution No. 4-24 be approved.

RESOLUTION NO. 4 - 24

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:

ONT Cards	3
ONT UPS Battery Back-ups	190
Set-Top-Boxes	103
STB Remotes	260
Video Access. (Switches, HPNA's, filters, WAPs etc.)	104
Modems & Routers	16
Wire	674
Misc Shop tools	4
Future Call Big Button Phone	1
ESI 24 Key Digital Phone	2
Cable Splitter	1
Neopost IS5000 Postage Machine with Mail Feeder Serial #MS1442002359	1

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 12th day of February, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

PURCHASE APPROVAL OF NEW BACKHOE LOADER THROUGH MINNESOTA STATE CONTRACT NO. T-622(5)-229163 FOR THE TELEPHONE DEPARTMENT.

Motion was made by Hansen, seconded by Hawley to approve purchase of a new Backhoe Loader (2024 John Deere 410 P-Tier) from RDO Equipment Company (2801 North Louise, Sioux Falls, SD 57107) through Minnesota Department of Administration, State

Procurement Management, Minnesota Contract No. T-622(5)-229163, in the amount of \$174,953. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

REMOVE 3/8 STATIC & INSTALL 48 CT OPGW FIBER

Highline Construction	\$268,438.00
Karian/Peterson	\$155,000.00

Motion was made by Hawley, seconded by Hansen that the following low bid of Karian/Peterson in the amount of \$155,000.00 to Removed 3/8 Static and Install 48 CT OPGW Fiber 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.

FINANCE & IT STRATEGIC PRIORITIES

Laura Julius reported on the Finance and IT strategic priorities. No action was taken.

EXECUTIVE SESSION

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

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President