

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, March 10, 2025, at the Utility Building with the following members present: Bartels, Carruthers, Hansen, Hawley, President Harvey and City Council Liaison Specker.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held February 10, 2025, and the special meeting held February 21, 2025, were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

ADP, Inc, Payroll Processing Fee, \$528.60; AMC Optics, Supplies, \$779.54; AMG Occupational Medicine, Drug Screening, \$106.60; AMP Electric Construction Inc, Labor/Supplies, \$320.76; Appera, Supplies, \$68.60; AT & T Mobility, PCS Phone Service, \$3022.56; Auto Pro SD LLC, Supplies, \$143.90; Bendix Inc., Printer/Copier Maintenance, \$94.99; Bluefin Payment Systems, Credit Card Processing Fee, \$14139.43; Border States Elec Supply, Supplies, \$5498.38; Border States Elec Supply, Transformer Box Pads, \$7380.96; Border States Elec Supply, Uniforms, \$1079.24; Brookings County Finance Office, Vehicle Registration/Plates, \$26.70; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$33.72; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings Municipal Utilities, Office Utility Bill, \$52394.37; Brookings Municipal Utilities, Petty Cash, \$30.00; Builders FirstSource, Supplies, \$75.78; Business Track, Credit Card Processing Fee, \$9319.21; Calix Inc., Supplies, \$10386.61; Card Connect, Credit Card Processing Fee, \$9246.43; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$1243.75; CDW Government Inc, Computer Equipment/Supplies, \$890.56; Century Business Products, Printer/Copier Maintenance, \$72.50; Century Link, Telephone Expense, \$156.52; City of Brookings, Contract Fee, \$6285.86; Complete Plumbing Inc., Labor/Supplies, \$165.82; Core & Main, Supplies, \$202.47; Corporate Technologies, LLC, Server/Subscription, \$53203.21; Courtesy Plumbing Inc., Repair/Supplies, \$18.40; Credit Collections Bureau, Delinq. Account Collection, \$434.37; Culligan of Brookings, Bottled Water, \$66.00; Dakota Fluid Power Inc, Maintenance/Supplies, \$281.35; Dakota Supply Group, Supplies, \$4061.29; Dakota Supply Group, Systems/Cabling Inv, \$3130.72; Dave's Window Cleaning, Inc, Window Service, \$83.00; Dept Of The Treasury, Federal Tax, \$5850.10; DGR Engineering Inc, Engineering Service, \$6971.80; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$6616.88; Ekern Home Equipment Inc., Repair/Supplies, \$202.49; Elster Solutions, LLC, AMI Annual Maintenance Fee, \$28433.00; Elster Solutions, LLC, AMI Project Delivery Services, \$16864.00; Elster Solutions, LLC, Supplies, \$1250.00; Eurofins Eaton Analytical LLC,

Analysis, \$825.00; FanDuel Sports Network, Contract Fee, \$3827.05; Fastenal Company, Supplies, \$117.70; Foerster Supply Inc, Supplies, \$911.00; Fox Corporation, Contract Fee, \$148.27; GCC Consolidated Ready Mix Inc, Concrete/Supplies, \$2275.00; Golden West Technologies Inc., Tech Support, \$2889.84; Grainger, Supplies, \$561.00; Graybar Electric Company, Supplies, \$243.80; Gridor Const., Inc., Water Treatment Plant, \$922131.00; H & A Enterprises, Tower Lease Payment, \$1844.74; Hach Chemical Company, Supplies, \$169.00; Hawkins Inc, Chemicals, \$4355.85; Hawkins Inc, Connectors, \$60.40; Homestead Do It Center, Supplies, \$124.90; Innovative Systems, LLC, Systems/Cabling Inv, \$37363.50; Interstate All Battery Center, Supplies, \$1897.20; Interstate Telecommunications Cooperative, Telephone Expense, \$353.40; Jackrabbit Tire & Service, Inc, Work Equipment Maintenance, \$1221.11; Jenne, Inc, Systems/Cabling Inv, \$8533.87; John Deere Financial, Supplies, \$503.94; Lakeland Engineering Co, Supplies, \$658.95; Lumen, Telco Settlement, \$272.22; Mack, Scott, Travel, \$512.21; Marsh & McLennan Agency LLC, Professional Fees, \$1390.50; Martin's Inc, Diesel/Oil, \$208.87; Matheson Tri-Gas Inc, Supplies, \$367.26; Metaswitch Networks, Supplies, \$267.00; Midamerican Energy, Utility Bill, \$142.14; Midcontinent Comm., Contract Fee, \$900.36; Midwest Glass LLC, Supplies, \$71.43; Morse Equipment Co, LLC, Supplies, \$3444.65; MVTL Laboratories Inc., Wastewater Analysis, \$1083.68; NCTC, TV Programs Fee, \$83420.18; Nexstar Broadcasting, Inc., Contract Fee, \$13952.71; Niklason Masonary, Concrete/Supplies, \$8410.00; Northwestern Energy, Natural Gas, \$17.47; Pete Lien & Sons Inc, Chemicals, \$7741.81; Pinnacle Marketing Group, Directory Publication, \$8620.83; Ramsdell F&M Ltd., LP Fill, \$184.95; Resco, Supplies, \$250.20; Riverside Technologies, Inc., Laptops, \$8997.00; Runnings, Event Supplies, \$924.95; Runnings, Generator, \$2169.00; Runnings, Supplies, \$2267.06; Runnings, Systems/Cabling Inv, \$16.25; Schoon's Pump N' Pak, Vehicle Gasoline, \$5477.81; SD Dept of Rev, Enhanced 911, \$12908.56; SD State Treasurer, Communication Impaired Fee, \$1781.90; SD Treasurer, Sales/Excise Tax, \$170072.62; SDN Communications, Circuit Lease, \$2356.34; South Dakota One Call, Locate Fee, \$9.45; Springbrook Holding Company LLC, Software Support, \$5999.00; Springbrook Holding Company LLC, TOU/AMI Software Improvements, \$2310.00; SPX Aids To Navigation, Water Tower LED, \$3566.75; Stuart C. Irby, Box Pads, \$9300.00; Stuart C. Irby, Switchgear, \$56735.00; Sturdevant's Auto Value, Supplies, \$443.92; Swiftel Communications, Office Phone Bill, \$152549.13; T & R Electric Supply, Repair/Supplies, \$500.00; T-Mobile, PCS Phone Service, \$54.67; United Parcel Service, Freight, \$18.00; Universal Service Adm. Co, USAC Contribution, \$32854.15; USA Bluebook, Supplies, \$1175.90; Verizon, Phone Service, \$20.02; Yorkshire Eye Clinic & Optical, Safety Glasses, \$350.00; Abuatiq, Alham, Telephone Refund, \$40.27; Ammann, Brady, Telephone Refund, \$46.43; Burns, Daniel, Telephone Refund, \$21.09; Dempsey, Marty, Telephone Refund, \$28.99; Dominguez Benitez, Jared, Telephone Refund, \$50.07; Fortugaliza, Pamela, Telephone Refund, \$14.91; Hillmer, Zoe, Telephone Refund, \$201.63; Jackson, Hayley, Telephone Refund, \$15.80; Read, Colton, Telephone Refund, \$31.63; Tufte, Dorthy, Telephone Refund, \$58.75; Valencia, Arturo, Telephone Refund, \$49.23; Vong, Nhi, Telephone Refund, \$28.99.

PERSONNEL INFORMATION

Department Salaries (January): Electric, \$244,720.67; Water, \$128,308.67; Wastewater, \$116,721.34; Telephone, \$312,912.60;

Retirement, \$47,646.94; Social Security, \$57,468.14; Insurance, \$111,895.09; Deferred Comp, \$15,554.74;

Salary Changes: S. Mathison, \$41.13;

EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Hansen that the Board adjourn to an executive session to consult with legal counsel and review communications from legal counsel about proposed or pending litigation or contractual matters, discuss marketing or pricing strategies, discuss cyber security plans, computer, communications network schema, passwords or user identification names and personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

POLICY MANUAL AMENDMENT

Motion was made by Hansen that the following Resolution No. 5-25 be approved.

RESOLUTION NO. 5 - 25

RESOLUTION AMENDING POLICY MANUAL PERSONNEL SECTION - ACCEPTABLE USE OF BMU PROPERTY AND TECHNOLOGY

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 an amendment to the Personnel Policy, Section 302.08, Acceptable Use of BMU Property and Technology, 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 10th day of March, 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT FOR DESTRUCTION

Motion was made by Carruthers that the following Resolution No. 6-25 be approved.

RESOLUTION NO. 6 - 25

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT FOR DESTRUCTION

WHEREAS the city of Brookings Municipal Utilities owns property located at 34th Avenue Substation which is no longer necessary, useful or suitable for municipal purposes; and

WHEREAS said property is as follows:

Room Air Conditioner
Square D cabinet and circuit breakers
Communications Antenna and associated wires/connectors
Remote Terminal Unit (RTU) and associated electronics/wiring
3 Lighting Arrestors
600 Watt Power Inverter

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 10th day of March, 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

DESIGNATION OF DIRECTOR AND ALTERNATIVE DIRECTOR TO DAKOTA MAINSTEM BOARD OF DIRECTORS

Motion was made by Carruthers that the following Resolution No. 7-25 be approved.

RESOLUTION NO. 7 - 25

RESOLUTION DESIGNATING DIRECTOR AND ALTERNATE DIRECTOR TO DAKOTA MAINSTEM BOARD OF DIRECTORS

WHEREAS Brookings Municipal Utilities recognizes the importance of effective representation on the Dakota Mainstem Board of Directors; and

WHEREAS the Dakota Mainstem Bylaws allow a designated Director and Alternate Director from Brookings Municipal Utilities to ensure participation and representation.

NOW, THEREFORE, BE IT RESOLVED that Brookings Municipal Utilities Board hereby designates the following individuals to serve as Director and Alternate Director for the Dakota Mainstem Board of Directors:

Director Eric Witt, Water/Wastewater & Engineering Manager. The Director shall serve as the primary representative of Brookings Municipal Utilities on the Dakota Mainstem Board of Directors and shall have the authority to attend meetings, vote and participate in decision-making processes on behalf of Brookings Municipal Utilities. Eric Witt will also serve as Delegate to the annual meeting.

Alternate Director Steve Meyer, Executive Vice President/General Manager. The Alternate Director shall serve as a backup representative of Brookings Municipal Utilities on the Dakota Mainstem Board of Directors and shall have the authority to attend meetings, vote and participate in decision-making processes when the Director cannot fulfill their duties or in their absence.

BE IT FURTHER RESOLVED that the Director and Alternate Director are authorized to communicate with the Brookings Municipal Utilities Board regarding matters concerning the Dakota Mainstem Board of Directors, provide updates on the Board's activities and seek input or guidance as necessary.

This resolution shall take effect immediately upon its adoption. It shall remain in force until it is amended, repealed or superseded by subsequent resolution of the Brookings Municipal Utilities Board.

Dated this 10th day of March, 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SANITARY SEWER CONNECTION FOR CITY OF BROOKINGS LANDFILL

Motion was made by Hawley, seconded by Hansen that the Utility Board grant the City Landfill an exception to the sewer moratorium outside the City limits. All members present voted in favor of the motion.

APPLICATION FOR WATER/SEWER CONNECTION – LEFEVRE DRIVE NORTH OF US HWY 14

Motion was made by Bartels, seconded by Hansen that the application for extension for water and sewer mains and connection into the city water and sewer system in the Wiese Addition on LeFevre Drive North of US Hwy. 14 requested by Ryan Companies US Inc. be approved. All members present voted in favor of the motion.

PURCHASE APPROVAL OF MINI EXCAVATOR THROUGH SOURCEWELL FOR THE WATER/WASTEWATER DEPARTMENT

Motion was made by Carruthers, seconded by Bartels to approve the purchase of a Mini Excavator from Bobcat of Brookings through Sourcewell Contract #020223-CEC in the amount of \$110,753.03 for the Water/Wastewater Department. Motion carried.

BIDS

AWARDING OF BIDS

The following bids were opened on March 4, 2025, and presented at this time for consideration.

CHEMICALS – WATER/WASTEWATER DEPARTMENT

Motion was made by Carruthers, seconded by Hansen that the following low bids be approved: Pete Lien & Sons Inc. – Quicklime, \$286,032.00; Poet Ethanol – Carbon Dioxide - \$18,000.00; Hawkins Inc. – Fluorosilicic Acid \$13,854.75, Liquid Chlorine - \$35,200.00, Sodium Hypochlorite, \$95,950.00; Sulfuric Acid - \$18,500.00, Ammonium Sulfate, \$28,080.00; Carus Corporation – Sodium Polyphosphate, \$19,237.50; Thatcher Company, Sodium Carbonate, \$71,040.00; and that, after reviewing the contracts for the above bids, 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 STRATEGIC PRIORITIES

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

EXECUTIVE SESSION

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

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President