

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 14, 2023, at the Utility building with the following members present: Bartels, Hansen, Hawley, President Harvey and City Council Liaison Avery and Rasmussen. Absent: Carruthers.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held July 10, 2023, and the special meeting held July 24, 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, \$130.00; ABRA Autobody & Glass of Brookings, Vehicle Maintenance, \$65.00; Advanced Engineering & Environmental Service, Engineering Services, \$16743.50; AgFirst Farmers Cooperative Co, Supplies/LP, \$65.71; A-I Computer Solutions Of Brookings Inc, Supplies, \$341.91; AMP Electric Construction Inc, Labor/Supplies, \$111.93; Anixter Inc, Systems/Cabling Inv, \$454.44; Appera, Supplies, \$63.14; AT & T Mobility, PCS Phone Service, \$2792.95; Aureon Network Services, Annual Registration, \$560.68; Aureon Network Services, LNP Fees, \$60.00; Austreim Excavating, Sump Pump Program, \$200.00; Authorize.Net, Credit Card Processing Fee, \$176.65; Automatic Building Controls Inc., Building Maintenance, \$267.35; Ayres, Larry, Conserve/Demand Incentive, \$25.00; Badger Communications, Systems/Cabling Inv, \$339.96; Bally Sports North, Contract Fee, \$8348.24; Bell Lumber & Pole Company, Transmission Poles, \$130943.00; Bendix Inc., Printer, \$1022.45; Bendix Inc., Printer/Copier Maintenance, \$105.41; Bierschbach Equipment, Supplies, \$1824.05; Bluefin Payment Systems, Credit Card Processing Fee, \$13217.23; Bobcat Of Brookings, Supplies/Equipment Repair, \$258.75; Border States Elec Supply, Supplies, \$9277.34; Border States Elec Supply, Systems/Cabling Inv, \$216.32; Borns, Justin, Conserve/Demand Incentive, \$150.00; Bowes Construction Inc, Asphalt, \$3430.00; Bridle Estates, Sewer Charge Reimbursement, \$5304.00; Brookings Auto Mall, 2024 3/4 Ton Crew Cab, \$40482.00; Brookings Auto Mall, Vehicle Maintenance, \$201.58; Brookings County Finance Office, License, \$16.50; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$402.22; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Engraving, Supplies, \$27.00; Brookings Engraving, Uniforms, \$70.00; Brookings Municipal Utilities, Office Utility Bill, \$55619.44; Brookings Radio, Advertising, \$4875.00; Brookings Register, Advertising/Legals, \$867.27; BSG Clearing Solutions, Telco Settlement, \$99.96; Builders

FirstSource, Supplies, \$26.34; Business Track, Credit Card Processing Fee, \$9998.42; BX Civil & Construction Inc, Dust Control, \$2421.44; Calix Inc., Inventory, \$54984.36; Card Connect, Credit Card Processing Fee, \$15.10; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$186.78; CDW Government Inc, Computer Supplies/Support, \$2747.73; Century Business Products, Printer/Copier Maintenance, \$1315.19; Century Link, Telephone Expense, \$18.21; CHR Solutions Inc, Software Maintenance, \$2088.24; City of Brookings, 2022 Audit Fees, \$5852.00; City of Brookings, Contract Fee, \$7233.84; City of Brookings Landfill, Landfill Fee, \$183.34; Clark Drew Construction Inc, Generator Foundation, \$39980.00; Complete Plumbing Inc., Labor/Supplies, \$150.34; Complete Plumbing Inc., Sump Pump Program, \$899.42; Conn, Brenda, Conserve/Demand Incentive, \$30.00; Core & Main, Supplies, \$15133.63; Courtesy Plumbing Inc., Camera Inspection, \$565.03; Courtesy Plumbing Inc., Repair/Supplies, \$625.15; Credit Collections Bureau, Delinq. Account Collection, \$761.22; Culligan of Brookings, Bottled Water, \$65.00; Dakota Supply Group, Supplies, \$1782.56; Dave's Window Cleaning, Inc, Window Service, \$74.00; Dept Of The Treasury, Federal Tax, \$5950.77; DeZURIK, Inc., Supplies, \$2454.83; DGR Engineering Inc, Engineering Service, \$1500.00; DHE, LLC, Maintenance Fee, \$1196.63; DigiCert, Inc., Support/Maintenance, \$1077.30; Directory Resources Co LLC, Software Maintenance, \$1250.00; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$1002.01; Ekern Home Equipment Inc., Repair/Supplies, \$92.50; Ethanol Products LLC, Chemicals, \$1305.84; Express Communications, Inc., Telco Settlement, \$9739.15; Farmers Implement Irrigation, Work Equipment Maintenance, \$140.86; First Bank & Trust - Visa, Supplies, \$2604.24; Fix It Shop Locksmith, Door Locks, \$5103.00; Foerster Supply Inc, Supplies, \$1114.80; Franz Reprographics, Plotter Maintenance, \$279.44; G & H Distributing, Inc, Supplies, \$366.00; G & R Controls, Equipment Repair/Supplies, \$1665.26; Golden West Technologies Inc., Tech Support, \$4434.71; Gray Media Group Inc, Contract Fee, \$21085.94; Graybar Electric Company, Supplies, \$5944.60; Graybar Electric Company, Systems/Cabling Inv, \$8104.52; Great Northern Environmental, Supplies, \$947.00; Gridor Const., Inc., Water Treatment Plant, \$2639312.10; H & W Contracting, LLC, SW/SE Interceptor Replacement, \$411589.50; Halgerson, Russ, Travel, \$278.40; Harbeck, Tyler, Conserve/Demand Incentive, \$400.00; Hawkins Inc, Chemicals, \$6515.00; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$2075.00; Hiltunen, Trent, Travel, \$17.70; Hydro Tech Service, Water Main Tap, \$816.00; Innovative Systems, Software/Hardware Maint, \$13942.50; Interstate Telecommunications Cooperative, Telephone Expense, \$381.92; Johnson, Marlys, Conserve/Demand Incentive, \$175.00; Josephsen, Dennis, Conserve/Demand Incentive, \$150.00; Justice Fire & Safety, Supplies, \$587.00; Kerry's Landscaping, Inc, Sump Pump Program, \$374.36; Lowe's, Sump Pump Program, \$20.01; Lowe's, Supplies, \$1573.62; Lumen, Telco Settlement, \$272.22; M & T Fire & Safety, Supplies, \$324.00; Mack, Brayton, Travel, \$17.70; Martin's Inc, Diesel/Oil, \$5309.91; Matheson Tri-Gas Inc, Supplies, \$650.48; McGrath North Mullin & Kratz, Legal Service, \$1097.50; Mediacom LLC, Broadband Service, \$90.48; Michaels Fence Company, Fencing Supplies, \$417.06; Midamerican Energy, Utility Bill, \$12.89; Midcontinent Comm., Contract Fee, \$677.92; Millennium, Inventory, \$12200.00; Millennium, Supplies, \$1130.00; Missouri River Energy Services, Supplemental Power, \$1729844.32; Missouri River Energy Services, WAPA Allocation, \$260391.94; Moss Adams LLP, Consulting Service, \$600.00; MVTL Laboratories Inc., Wastewater Analysis, \$477.84; My Cable Mart LLC, Supplies, \$190.14; Napa Auto Parts, Supplies, \$196.37; Nexstar Broadcasting, Inc., Contract Fee, \$10035.49; Niklason Masonary, Concrete/Supplies, \$3245.00; Northwestern Energy, Natural Gas, \$96.72; Novak Sanitary Service, Shredding, \$140.40; Office Peeps Inc, Office

Chair, \$513.00; Office Peeps Inc, Supplies, \$30.24; Olverson, Brynn, Travel, \$181.47; One Source - The Background Check Company, Employee Verification, \$52.00; OneNeck IT Solutions LLC, Computer Software/Consulting, \$4429.32; OneNeck IT Solutions LLC, Switches, \$6145.20; Perry Electric Inc, Repairs/Supplies, \$204.00; Perry, Estebo, Conserve/Demand Incentive, \$25.00; Pete Lien & Sons Inc, Chemicals, \$13322.14; Pizza Ranch, Employee Recognition, \$315.40; Pollardwater, Supplies, \$822.73; Prussman Contracting Inc, Asphalt, \$10720.71; Prussman Contracting Inc, Equipment Rental, \$90.00; Ramsdell F&M Ltd., LP Fill, \$63.30; RC First Aid, Supplies, \$239.00; Resco, Supplies, \$2118.78; Riverside Technologies, Inc., Computer Supplies, \$603.00; Riverside Technologies, Inc., Laptop, \$1834.00; Robby's Auto Shop, Vehicle Maintenance, \$190.91; Robinson, Mike, SD Contractors Test, \$115.00; Rossow, Michael, Conserve/Demand Incentive, \$500.00; Runnings, Supplies, \$2862.87; Schaffer Law Office, Prof. LLC, Legal Service, \$210.10; Schoon's Pump N' Pak, Vehicle Gasoline, \$4752.81; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$4278.00; SD Dept of Rev, Enhanced 911, \$8552.95; SD Telecom Association, Assessment, \$11780.75; SD Treasurer, Sales/Excise Tax, \$182254.65; SDN Communications, Circuit Lease, \$19820.49; Sherwin-Williams Co, Paint, \$237.67; Society For Human Resource Management, Membership Dues, \$244.00; Sound Sensations, Inc., Light Bars, \$484.96; South Dakota One Call, Locate Fee, \$786.45; Springbrook, Credit Card Processing Fee, \$2693.34; Sprint PCS, PCS Phone Service, \$152.38; Stuart C. Irby, Transformers, \$2613.00; Sturdevant's Auto Value, Supplies, \$1904.92; Summit Contracting, Dirt Work, \$3570.84; Sunbelt Rentals, Inc, Generator Rental, \$4587.75; Swiftel Communications, Office Phone Bill, \$125037.15; SwipeClock LLC, Subscription, \$555.00; Teledynamics, Systems/Cabling Inv, \$1676.16; The Bobcat Backers, Advertising, \$1200.00; The UPS Store, Freight, \$117.76; Thryv, Advertising, \$432.04; Timmons Construction, Inc, Labor/Material, \$2858.68; Traffic Control Corp, Supplies, \$822.00; Travel Leaders, Air Fare, \$2026.80; Turfguard Lawn Service Inc., Weed Spraying, \$935.00; United Parcel Service, Freight, \$64.00; Universal Service Adm. Co, USAC Contribution, \$27221.40; University Estates, Water Charge Reimbursement, \$3835.00; USA Bluebook, Supplies, \$4591.44; Vantage Point Solutions Inc., Engineering Consulting, \$4005.00; Wesco, Supplies, \$325.92; WW Tire Service Inc, Work Equipment Maintenance, \$284.19; HOMETOWN CONSTRUCTION, Refund Check, \$66.04; HUSSIEN, RIHAM, Refund Check, \$28.82; INNOVATION ENTERPRISE, Refund Check, \$59.69; LANDEGENT, ERIN, Refund Check, \$57.23; MINOR, ANTHONY, Refund Check, \$105.57; SCHWARTZ, ZACHARY, Refund Check, \$2.06; WEELBORG, DAYNE, Refund Check, \$370.73; Benike, Nathan, Telephone Refund, \$23.95; Braun, Lyle, Telephone Refund, \$91.87; Guttormsson, Alex, Telephone Refund, \$16.20; Josko, Andrew, Telephone Refund, \$56.67; McCracken, Kaitlyn, Telephone Refund, \$72.86; Murphy, Steven, Telephone Refund, \$54.69; Nielsen, Brayden, Telephone Refund, \$59.37; Offerdahl, Hannah, Telephone Refund, \$56.67; Sather, Alexandra, Telephone Refund, \$40.13; Smith, Mathew, Telephone Refund, \$21.55; Sung, Yolanda, Telephone Refund, \$86.10; Wessels, Bailey, Telephone Refund, \$135.88; White, Andrew, Telephone Refund, \$13.49;

PERSONNEL INFORMATION

Department Salaries (July): Electric, \$256,050.63; Water, \$109,772.81; Wastewater, \$114,926.91; Telephone, \$339,619.66; Retirement, \$45,966.33; Social Security, \$59,236.33; Insurance, \$103,867.22; Deferred Comp, \$14,198.63.

Salary Changes: H. Beynon, \$24.77; J. Borns, \$39.49; T Cook, 18.18; T. Dahmen, \$45.34; B Drexler \$47.64; J. Ekern \$39.49; M. Geppert \$16.82; K. Gerdes \$24.77; C. Grimsley \$15.77; T. Hiltunen \$18.18; J. Horst \$43.22; K Jensen \$31.67; L. Keszler \$16.82; S. Kindt \$45.34; J. Kleinemas \$43.22; J. Kriese \$41.04; D. Kruse \$41.04; J. Larson \$43.22; J. Lenander \$21.02; J. Lounsbury \$39.49; B. Mack \$18.18; T. McLaughlin \$27.27; M. Menken \$39.49; B. Nelson \$39.49; B. Olverson \$16.82; J. Owen \$24.24; D. Patrick \$25.57; J. Reed \$39.49; S. Rients \$35.85; B. Roybal \$18.18; J. Schoon \$18.18; C. Strand \$43.22; L. Swenson \$35.85; G. Tagg \$18.18; Z. Ton \$16.82; J. VanEde \$28.14; A. Wakeman \$18.18; K. Briggs \$8,998.32; M. Beynon \$39.49; A. Brech \$29.30; D. Denison \$34.17; J. Flack \$18.18; J. Hanson \$41.04; E. Henningsen \$39.49; T. Hohn \$41.04; J. Jensen \$34.17; T. Koch \$41.04; D. Loban \$32.55; C. May 439.49; T. McClain \$29.30; K Miller Woodell \$19.18; M. Page \$32.55; B. Peterson \$32.55; K. Pumper \$17.34; M. Redmond \$17.34; J. Reller \$24.29; S. Schulte \$19.18; B. Scott \$34.17; N. Vandersnick \$34.17; M. Volkers \$35.85; D. Weekes \$32.55; R. Wendland \$34.17; A. Witte \$19.18; J. Axtell \$36.65; C. Bohlen \$30.16; T. Bruna \$30.16; W. Clark \$36.65; B. Goodfellow \$16.82; M. Hageman \$24.77; T. Hietpas \$16.82; C. Koerlin \$22.43; J. McKibben \$30.16; T. Mumby \$24.77; J. Nielsen \$23.65; J. Nutter \$24.77; C. Otis \$22.43; C. Peterson \$22.43; K. Resmen \$15.77; A. Skyberg; M. Stearns \$21.43; D. Steege \$45.34; S. Stulken \$25.98; S. Thelen \$25.84; J. Wagner \$26.79; D. Wakeman \$43.22; N. Axtell \$48.58; J. Brown \$23.24; D. Brutty \$28.76; C. Carpenter \$35.85; M. Collins \$45.34; T. Coverstone \$21.11; D. DesLauriers \$43.22; L. Dickey \$43.22; A. Egeberg \$30.99; R. Foster \$43.22; A. Fritz \$17.34; A. Haberman \$43.22; S. Hinricher \$30.99; K. Houglund \$28.14; I. Kruse \$43.22; J. Ladegaard \$26.73; N. Maher \$28.14; S. Mathison \$30.47; K. McClain \$20.26; R. Meyer \$17.34; J. Millard \$43.22; C. Nutter \$43.22; W. Olson \$20.26; B. Pedersen \$43.22; M. Robbins \$43.22; T. Rymerson \$26.04; C. Sandmeier \$39.49; B. Steffen \$43.22; T. Swanson \$48.58; V. Voegeli \$43.22; J. Volkers \$43.22; M. Vrchota \$43.22; K. McClain, \$23.24; K. Briggs, \$8,998.32; J. Reller, \$26.73

New Hire: P. Chase, \$23.03.

EXECUTIVE SESSION

Motion was made by Bartels, seconded by Hawley to adjourn to an executive session for the purpose of consulting with legal counsel and reviewing 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

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

REVIEW OF 2024 CAPITAL IMPROVEMENT PROGRAM

The staff presented the proposed 2024 Capital Improvement Program for all funds. No action was taken.

SURPLUS IT EQUIPMENT

Motion was made by Bartels that the following Resolution No. 20-23 be approved.

RESOLUTION NO. 20 - 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:

- 2 – Computer Laptops
- 3 – Computer Monitors
- 3 – Printers
- 5 – Personal Computers
- 1 – Network Rack

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 14^h day of August, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

AGREEMENT WITH UNIVERSITY & BRIDLE ESTATES SANITARY DISTRICT

Motion was made by Hansen that the following Resolution No. 21-23 be approved.

RESOLUTION NO. 21 - 23

RESOLUTION APPROVING AGREEMENT WITH UNIVERSITY
AND BRIDLE ESTATES SANITARY DISTRICT

BE IT RESOLVED by the Brookings Municipal Utilities Board (the Board) that:

1. The Agreement with University and Bridle Estates Sanitary District be hereby approved.
2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 14th day of August, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

APPLICATION FOR SEWER CONNECTION – FOX RUN ADDITION

Motion was made by Hansen, seconded by Bartels that the application for extension for sewer mains and connection into the city sewer system requested by CD Properties LLC in the Fox Run Addition be approved. All members present voted in favor of the motion.

US DEPT OF ENERGY WAPA CONTRACT NO. 23-UGPR-128

Motion was made by Hawley that the following Resolution No. 22-23 be approved.

RESOLUTION NO. 22 - 23

RESOLUTION APPROVING THE UNITED STATES
DEPARTMENT OF ENERGY WESTERN AREA POWER ADMINISTRATION CONTRACT
FOR MISSOURI RIVER ENERGY SERVICES TO ADMINISTER RENEWABLE ENERGY
CERTIFICATES FOR THE CITY OF BROOKINGS (CONTRACT NO. 23-UGPR-128)

BE IT RESOLVED by the Brookings Municipal Utilities Board (the Board) that:

1. The United States Department of Energy Western Area Power Administration Contract for Missouri Basin Municipal Power Agency dba Missouri River Energy Services to administer Renewable Energy Certificates for the City of Brookings, South Dakota be hereby approved.
2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 14th day of August, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

BIDS

AUTHORIZATION TO SOLICIT BIDS

OVERHEAD OPTICAL GROUND WIRE (OPGW)

Motion was made by Hansen, seconded by Hawley that authorization be given to advertise for Overhead Optical Ground Wire (OPGW) for the Electric Department. All members present voted in favor of the motion.

EXECUTIVE SESSION

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

The Board reconvened in open session.

Motion was made by Hansen, seconded by Hawley to approve the management wage increase of 3% cost of living and 2% inflation adjustment resulting in a 5% increase effective October 1, 2023. All members present voted in favor of motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President