

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, September 13, 2021, at the Utility Building with the following members present: Bartels, Harvey and Hawley. Absent: Carruthers and Hansen.

MINUTES

Minutes of the regular meeting held August 9, 2021 and the special meeting held August 23, 2021 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

ABM Manufacturing, Parking Posts, \$7,100.00; ABM Manufacturing, Supplies, \$3,903.15; Advance Auto Parts, Supp, \$103.17; AgFirst, Supplies/LP, \$1,583.52; Allegra, Printed Supplies, \$1,065.59; AMP Electric, Labor/Supp, \$514.33; Appeara, Supp, \$86.94; Arnett Industries, Supp, \$1,170.00; AT & T, Telco Settlement, \$719.92; AT & T Mobility, PCS Phone Service, \$899.88; Augustana University, Scholarship, \$500.00; Aureon Network Services, Wireless Transport, \$220.00; Authorize.Net, Credit Card Processing Fee, \$162.45; Automatic Building Controls, Bldg Maint, \$240.00; Avera Occupational Medicine, Drug Screening, \$53.00; Badger Communications, Systems/Cabling Inv, \$16,203.87; Bally Sports North, Contract Fee, \$7,492.85; Bendix, Copier Maint, \$1,941.41; Bierschbach Equipment, Supp, \$638.20; Blooston & Mordkofsky, Legal Service, \$9,568.75; Bluefin Payment Systems, Credit Card Proc Fee, \$14,299.04; Bobcat, Supp/Equip Rental, \$201.38; Border States Elec, Supp/Inv, \$22,358.03; Border States Elec, Systems/Cabling Inv, \$120.56; Bowes Construction, Gravel, \$194.03; Brech, Andrew, Certification, \$60.00; Bridle Estates, Sewer Charge Reim, \$4,991.00; Brookings Auto Mall, Vehicle Maint, \$1,158.94; Brookings County Finance, Commercial License Plates, \$4,488.60; Brookings County Sheriff, Sheriff's Fee, \$55.00; Brookings Credit Bureau, Delinq. Acct Collection, \$174.08; Brookings Dumpster Service, Sanitation Service, \$478.52; Brookings Engraving, Signs/Engraving, \$10.00; Brookings Municipal Utilities, Office Utility Bill, \$58,831.29; Brookings Municipal Utilities, Petty Cash, \$65.00; Brookings Radio, Advertising, \$3,345.00; Brookings Register, Advertising/Legals, \$1,633.40; Brookings Register, Subscription, \$188.00; BSG Clearing Solutions, Telco Settlement, \$71.62; Calix, Inventory, \$16,918.72; Carquest, Equip Maint/Supp, \$262.22; CCP Industries, Supp, \$208.98; CDW

Government, Computer Supp/Support, \$970.28; CDW Government, Systems/Cabling Inv, \$9,099.00; Century Business Products, Copier Maint, \$2,263.70; Century Link, Telephone Exp, \$211.16; CHR Solutions, Software Maint, \$1,616.72; Cisco Systems, Software, \$2,964.00; City of Brookings, Contract Fee, \$7,068.82; City of Brookings, Landfill Fee, \$524.71; Cleanslate, Printed Material, \$332.00; Complete Plumbing, Sump Pump Pilot Program, \$871.58; Coon, Travis, Conserve/Demand Incentive, \$350.00; Corbett, Roxanne, Conserve/Demand Incentive, \$30.00; Core & Main, Sump Pump Pilot Program, \$758.67; Core & Main, Supp, \$19,964.01; Credit Collections Bureau, Delinq. Acct Collection, \$581.28; Crescent Electric, Supp, \$8.51; Crescent Electric, Systems/Cabling Inv, \$4,204.84; Culligan, Bottled Water, \$68.00; Dakota Inflatables, Tent Rental, \$678.14; Dakota Riggers & Tool, Supp, \$212.17; Dakota Service & Repair, Supp, \$80.43; Dakota Supply Group, Supp, \$1,722.64; Dakota Wesleyan University, Scholarship, \$500.00; Dave's Window Cleaning, Window Service, \$62.00; Dept of the Treasury, Federal Tax, \$5,971.01; Detection Instruments, Supp, \$1,070.33; DHE, Maint Fee, \$1,336.39; Directory Resources, Software Maint, \$2,500.00; Ditch Witch, Equip Maint, \$6,271.83; Djira, Gemechis, Conserve/Demand Incentive, \$200.00; Einspahr Auto Plaza, 2021 3/4 Ton 4x4 Pickup, \$29,882.00; Environmental Toxicity Control, Water Analysis, \$875.00; Ermel, Mary, Conserve/Demand Incentive, \$30.00; Ethanol Products, Chemicals, \$1,775.12; Express Communications, Telco Settlement, \$9,001.78; Farmers Implement, Equip Maint, \$61.05; Fastenal, Supp, \$1,185.43; Fenske, Matt, Conserve/Demand Incentive, \$350.00; Fergen, Lyn, Advertising, \$188.51; Ferguson Waterworks, Supp, \$1,698.54; First Bank & Trust, Bond Pymt Series 2011, \$36,264.58; First Bank & Trust Visa, Lodging/Car Rental, \$600.00; Flexible Pipe Tool, Sewer Camera Repair, \$1,304.55; Foerster Supply, Supp, \$2,807.90; Franz Reprographics, Maint/Supp, \$232.26; Gacke Enterprise, Lime Sludge Removal, \$16,128.75; George's Pizza, Employee Recognition, \$217.50; Geotek Engineering & Testing, Soil Analysis, \$4,950.00; Golden West, Tech Support, \$4,744.42; Grainger, Supp, \$354.45; Gray Television Group, Contract Fee, \$16,919.23; Graybar Electric, Supp, \$4,659.30; Graybar Electric, Systems/Cabling Inv, \$690.01; Hansen, Marcia, Conserve/Demand Incentive, \$30.00; Hawkins Inc, Chemicals, \$3,993.10; Healy Consulting, Wage Survey, \$7,000.00; Helland, James, Conserve/Demand Incentive, \$30.00; Helsper, McCarty, & Rasmussen, Legal Service, \$1,025.00; Hibu-West, Advertising, \$5.17; Homestead Do It Center, Supp, \$272.80; Howe Inc, HVAC Maint, \$9,730.63; Independent Communications, Contract Fee, \$147.49; Industrial Machine & Engineering, Repairs/Supp, \$340.00; Interstate Tele, Directory Listings, \$421.90; Interstate Telecom, Telephone Exp, \$425.85; Jackrabbit Tire, Equip Maint, \$309.15; Jaymar, Printed Supplies, \$939.98; Jimmy Johns, Meeting Supp, \$73.24; John Deere Financial, Equip Maint, \$4.37; Julius, Laura, Travel, \$528.16; Kabris, Curt, Travel, \$528.16; Karl's TV & Appliance, Equip Maint, \$999.87; Kenner Plbg, Repairs/Supp, \$32.30; Kruse, Gerald, Conserve/Demand Incentive, \$30.00; L G Everist, Gravel, \$118.78; Lewis Drug, Supp, \$241.92; Lumen, Telco Settlement, \$272.22; Mac's Catering, Employee Recognition, \$540.00; Malloy Bearing Supply, Repairs/Supp, \$60.58; Martin's Inc, Diesel/Oil, \$1,439.22; Matheson Tri-Gas, Supp, \$207.39; McFarland, Doug, Conserve/Demand Incentive, \$200.00; Meyer, Steve, Travel, \$528.16; Microsoft, Subscriptions, \$1,054.35; Mid South Telecom, Systems/Cabling Inv, \$1,363.64; Midcontinent, Contract Fee, \$516.25; Midwest Glass, Repair/Supp, \$393.64; Mike's Pro Carpet Cleaning, Carpet Cleaning, \$2,200.00; Millborn Seeds, Grass Seed/Fertilizer, \$85.00; Missouri River Energy, Supplemental Power, \$1,711,189.28; Missouri River Energy, WAPA Allocation, \$219,467.40; Moss Adams LLP, Consulting Service, \$250.00; Municipal Pipe Tool, Sewer Main Relining, \$32,430.60; MVTL Labs, Wastewater Analysis, \$372.00; My Cable Mart, Supp,

\$225.64; Napa Auto Parts, Supp, \$148.35; Nexstar Broadcasting, Contract Fee, \$8,174.65; Niklason Masonary, Concrete/Supp, \$550.00; North Central International, Equip/Maint, \$2,228.89; Northwestern Energy, Natural Gas, \$62.37; Office Peeps, Supp, \$780.56; One Source-Background Check, Employee Verification, \$44.00; Open System International, SCADA Upgrade, \$63,792.40; Opis Energy Group, Publication, \$435.00; Owen, John, Travel, \$231.00; Paragon Health & Wellness, Drug Screening, \$140.00; Party Depot, Supp, \$286.29; Pests B Dead, Pest Control, \$155.00; Pete Lien & Sons, Chemicals, \$18,368.78; Pizza Ranch, Conserve/Demand Incentive, \$8,868.00; Prairie Graphics, Supp/Uniforms, \$548.00; Prussman Contracting, Gravel, \$2,280.00; Prussman Contracting, Main Repairs, \$3,156.90; Prussman Contracting, Sanitary Sewer Manhole Replacement, \$115,797.85; RC First Aid, Supp, \$80.00; Rental Depot, Equipment Rental, \$45.90; Resco, Padmount Transformers, \$44,070.00; Riter, Rogers, Wattier & Brown, Legal Service, \$475.00; Ron's Auto Repair, Vehicle Maint, \$1,183.04; Runnings, Supp, \$1,950.54; Schoon's Pump N' Pak, Gas, \$8,694.25; SD Dept of Health Lab, Testing W-WW Samples, \$1,629.00; SD Dept of Rev, Enhanced 911, \$8,824.90; SD Retirement System, SDRS Contribution, \$45.00; SD SHRM, Registration, \$249.00; SD State Treasurer, Communication Impaired Fee, \$1,848.80; SD Treasurer, Sales/Excise Tax, \$207,350.21; SDN Communications, Circuit Lease, \$16,671.61; SDSU Financial Aid Office, Scholarship, \$500.00; Sioux Valley Energy, Dispatching Service, \$660.00; SD One Call, Locate Fee, \$350.70; Springbrook, Credit Card Processing Fee, \$2,188.10; Springbrook Holding, Software Support, \$4,600.00; Sprint, PCS Phone Service, \$398.20; Stein Sign Display, Repair/Signs, \$1,822.00; Strand, Chad, Travel, \$44.00; Stremmel, Andrew, Conserve/Demand Incentive, \$30.00; Stuart C. Irby, Supp, \$8,660.00; Sturdevant Auto, Supp, \$547.67; Swiftel Communications, Office Phone Bill, \$118,410.24; Swiftel Communications, Petty Cash, \$39.80; Talley Communications, Coax/Connectors, \$850.22; Tech Sales, Supp, \$3,027.00; Terex USA, Equip Maint, \$1,102.95; UPS Store, Freight, \$77.57; Town & Country Shopper, Advertising, \$920.00; Uniform & Accessories, Supp, \$249.98; UPS, Freight, \$46.35; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$10,064.30; University Estates, Water Charge Reim, \$3,445.00; USA Bluebook, Supp, \$1,624.99; Vantage Point Solutions, Engineering Consulting, \$1,325.00; Weitala, Dennis, Conserve/Demand Incentive, \$30.00; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$190.00; Wesco, Supp, \$9,812.30; Winter Contracting, 4th St Main Replacement, \$4,814.89; Winter Contracting, SW Interceptor Replacement, \$24,543.82; Witt, Eric, Easement, \$120.00; Woodbury County Treasurer, IA Real Estate Tax, \$5,410.00; WW Tire, Equip Maint, \$1,121.78; Xcel Energy/NSP, Utility Bill, \$9.00; Zep Sales & Service, Supp, \$187.91.

The following are Telephone/Utility Refunds:

Anderson, Samuel, \$34.10; Aure, Stephanie, \$350.00; Bachar, Dani, \$39.38; Bandwave Systems, \$289.74; Bartelt, Frederick, \$11.30; Ben Franklin Public Market, \$87.69; Bluegill Inc, \$46.45; Brockhoft, Eric, \$48.14; Burgard, Mike, \$24.24; Cadence Construction, \$79.29; Cadence Construction, \$30.32; Cope, Kevin, \$40.56; Emshadi, Khalid, \$83.95; Frerichs, Katelin, \$56.90; Fryer, Jodi, \$170.77; Gaard, Joanne, \$6.38; Gibson, Dave, \$104.86; Gibson, Dave, \$116.70; Holiday, Trajan "Doc", \$680.04; Jacobson, Eric, \$11.20; Johnston, Aaron, \$45.43; Kind Holdings, \$35.41; Kneip, David, \$82.14; Lentz, Nicholas, \$83.59; Majrashi, Dalal, \$7.38; Massmann, Camille, \$21.11; Meridian Grain, \$68.96; Meusburger, Sarah, \$62.20; Moriarty Rentals, \$20.24; Mpemba, Jean Marc, \$56.92; Nu-Tech Environmental, \$245.03; Opel Properties, \$35.98; Opel Properties, \$68.38; Ormat Nevada, \$111.83; Ormberg, Brittney,

\$24.21; Orth, Dillon, \$280.94; Page, Heather, \$22.30; Pitts, Jeff, \$271.43; Price Rentals, \$124.68; Reimers, Kendra, \$112.22; Roberts, Sophie, \$180.91; Roden Rentals, \$20.24; Rook, Doris, \$7.45; Sauser, Lori, \$41.94; SD Dot, \$22.39; SD Dot, \$132.00; Semrad, Robert, \$2.80; Shin, Sangwon, \$43.28; Soma, Jennifer, \$173.96; Stephanoff, Scott, \$5.58; Swenson, Montana, \$3.47; VK Properties, \$19.25; Wika, Darryl, \$44.63; Witte, Ben, \$75.06; Woldt, Brad, \$70.32; Wynia, Tate, \$60.27.

PERSONNEL INFORMATION

Department Salaries (August): Electric, \$250,953.34; Water, \$94,912.94; Wastewater, \$95,866.80; Telephone, \$351,093.06;

Retirement, \$44,917.10; Social Security, \$56,981.77; Insurance, \$92,464.70; Deferred Comp, \$13,326.84;

Salary Changes: A. Brech, \$20.82; S. Mathison, \$23.41;

New Employees: M. Robinson, \$35.96.

PRESENTATION BY ANDREW SLOSS – BEDC

Andrew Sloss, Brookings Economic Development Corporation Director, was present to update the Board on economic development efforts in Brookings.

EXECUTIVE SESSION

Motion was made by Bartels, seconded by Hawley to adjourn to an executive session to discuss competitive service offerings, review communication from legal counsel about pending litigation or contractual matters. All members present voted in favor of the motion.

The Board reconvened in open session.

2022 CAPITAL IMPROVEMENT PROGRAM

Motion was made by Hawley that the following Resolution No. 22-21 be approved.

RESOLUTION NO. 22 - 21

RESOLUTION APPROVING
2022 CAPITAL IMPROVEMENT PROGRAM

WHEREAS a Capital Improvement Program has been reviewed by the Brookings Municipal Utilities Board which presents revenues, expenditures and capital outlays according to operating fund; and

WHEREAS after due consideration the Board finds that said program sets forth a sound financial plan for the operation for the utilities governed.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Capital Improvement Program dated September 13, 2021, now on file in the office of the Executive Vice President/General Manager is hereby approved.

Adopted this 13th day of September, 2021.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SET DATE FOR PUBLIC HEARING ON 2022 BUDGET AND RATES

Motion was made by Bartels, seconded by Hawley that a public hearing be held on the 2022 budget and utility rates at the Board Meeting to be held on Tuesday, October 12, 2021, at 1:00 p.m. All members present voted in favor of the motion.

DECLARE AN EMERGENCY PURCHASE FOR FIRE HYDRANTS AND VALVES

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

RESOLUTION NO. 23 - 21

RESOLUTION ORDERING EMERGENCY PURCHASE

WHEREAS Brookings Municipal Utilities annually bid valves and hydrants to be supplied to Developers for installation on the Developer's public water projects; and

WHEREAS the number of valves and hydrants required annually is an estimate and wholly dependent on progression of Developer's projects; and

WHEREAS COVID-related material pricing and availability is such that Suppliers cannot honor winter bid pricing and materials will not be available yet for the 2021 construction season once in-stock materials are depleted.

WHEREAS the SDCL 5-18A-9 allows for the emergency purchase of equipment.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board authorizes the emergency purchase of valves and hydrants according to the provisions of SDCL 5-18A-9.

Adopted this 13th day of September, 2021.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

APPLICATION FOR EXTENSION OF SEWER MAIN AND CONNECTION INTO THE CITY SEWER SYSTEM – ARBOR HILL ADDITION

Motion was made by Bartels, seconded by Hawley that the application for extension of sewer main and connection into the city sewer system in the Arbor Hill Addition along 22nd Street South and Lucerne Avenue requested by CD Properties LLC be approved. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

CONDUCTOR – ELECTRIC DEPARTMENT

BIDDER	ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5
	60,000'	30,000'	15,000'	12,000'	2,000'
	350KCMIL	1/0 AWG	4/0	#4	350
	PRIMARY	PRIMARY	TRIPLEX	TRIPLEX	TRIPLEX
BORDER STATES	NO BID	NO BID	\$29,100.00	\$8,880.00	\$6,100.00
GRAYBAR	NO BID	NO BID	\$28,350.00	\$8,820.00	\$6,524.00
WESCO	\$290,400.00	\$89,700.00	NO BID	NO BID	NO BID

Motion was made by Bartels, seconded by Hawley that the following low bids be approved: Wesco, Item 1, 60,000' 350 KCMIL Primary Conductor, \$290,400.00; Item 2, 30,000' 1/0 AWG Primary Conductor, \$89,700.00; Graybar, Item 3, 15,000' 4/0 Triplex Secondary Conductor, \$28,350.00; Item 4, 12,000' #4 Triplex Secondary Conductor, \$8,820.00; Border States. Item 5, 2,000' 350 Triplex Secondary Conductor, \$6,100.00; 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.

EXECUTIVE SESSION

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

The Board reconvened in open session.

Motion was made by Hawley, seconded by Bartels that the following salary changes be made. All members present voted in favor of the motion.

I. Cost of Living Adjustments:

Increase the base pay of positions on the following wage structures and the salary of the following positions by 3.25% effective October 1, 2021:

Management Wage Structure
Electric Department Manager
Water/Wastewater and Engineering Manager
Swiftel Operations Manager
Administrative Assistant to the General Manager

II. Increase the wage of the following positions effective October 1, 2021:

Electric Department Manager – 3.75%
Water/Wastewater and Engineering Manager – 1.75%
Swiftel Operations Manager – 4.75%
Administrative Assistant to the General Manager – 1.75%

III. Increase the wage of the Human Resource Coordinator from M-3 to M-5 effective October 1, 2021.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President