

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, July 14, 2025, at the Utility building with the following members present: Bartels, Harvey, Hawley and President Carruthers and City Council Liaison Avery. Absent: Hansen.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held June 9, 2025 and the special meeting held June 23, 2025, were read and approved. All members present voted in favor of the motion.

APPROVAL OF BILLS AND CLAIMS

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

605 Custom Design LLC, Uniforms, \$1732.00; Adobe Systems Inc, Software, \$6331.16; ADP, Inc, Payroll Processing Fee, \$2638.79; Altec Air, LLC, Supplies, \$124.29; Anixter Inc, Systems/Cabling Inv, \$639.33; Appera, Supplies, \$69.43; AT & T Mobility, PCS Phone Service, \$3427.82; Auto Pro SD LLC, Supplies, \$65.00; Avera Heart Hospital of South Dakota, AED Battery/Pads, \$405.00; Avera Medical Group Occupation, Drug Screening, \$36.60; Bendix Inc., Printer/Copier Maintenance, \$3372.59; Blooston, Mordkofsky, Dickens & Prendergast, LLP, Legal Service, \$100.00; Bluebeam, Inc., Subscription, \$3500.00; Bluefin Payment Systems, Credit Card Processing Fee, \$13866.90; Bobcat Of Brookings, Supplies, \$2277.72; Border States Elec Supply, Inventory, \$824.70; Border States Elec Supply, Supplies, \$12906.24; Border States Elec Supply, Systems/Cabling Inv, \$865.20; Border States Elec Supply, Uniforms, \$223.55; Briggs, Ken, Travel, \$111.40; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$345.27; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings Municipal Utilities, Office Utility Bill, \$49553.91; Brookings Radio, Advertising, \$1895.00; Bruttys Underground Sprinkler, Lawn Repair, \$2200.00; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$370.20; Business Track, Credit Card Processing Fee, \$8036.61; C & R Fire Suppression, Annual Fire Ext. Inspection, \$1491.40; Calix Inc., Service Agreement, \$1445.00; CallMiner, Inc, License, \$1320.00; Card Connect, Credit Card Processing Fee, \$9323.74; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$608.63; Carrier Management Systems Inc, Subscription, \$1312.85; CDW Government Inc, Computer Equipment/Supplies, \$1111.36; Century Business Products, Printer/Copier Maintenance, \$1290.65; Century Link, Telephone Expense, \$212.29; Chad's Tree Service, Tree Removal, \$1000.00; City of Brookings, Contract Fee, \$6453.81; City of Brookings Landfill, Landfill Fee, \$193.54; Clark Drew Construction Inc, Concrete Work, \$5370.93; Clark Drew Construction Inc, WWTP Sump

Station, \$49966.20; Click Rain, Website Maintenance, \$2400.00; Cooperative Network Services, LLC, Consulting Fees, \$87.50; Core & Main, Supplies, \$5090.95; Courtesy Plumbing Inc., Repair/Supplies, \$90.50; Credit Collections Bureau, Delinq. Account Collection, \$330.97; Culligan of Brookings, Bottled Water, \$306.00; Cummins Inc, Generator Maintenance, \$577.91; Cutler Law Firm, LLP, Legal Service, \$912.50; Dave's Window Cleaning, Inc, Window Service, \$83.00; Dept Of The Treasury, Federal Tax, \$5669.36; DeZURIK, Inc., Supplies, \$4528.85; DGR Engineering Inc, Engineering Service, \$1226.50; DGR Engineering Inc, Solventum Expansion/Upgrade, \$16202.14; DHE, LLC, Maintenance Fee, \$996.63; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$2583.95; Ekern, Jeff, Travel, \$20.40; Ethanol Products LLC, Chemicals, \$1205.76; Express Communications, Inc., Telco Settlement, \$9764.67; FanDuel Sports Network, Contract Fee, \$3779.43; Fastenal Company, Supplies, \$2952.05; First Bank & Trust - Visa, Supplies, \$189.96; Fluke Electronics Corp, Repairs/Supplies, \$2620.00; Foerster Supply Inc, Supplies, \$733.00; Fox Corporation, Contract Fee, \$140.52; Fox Scientific Inc., Supplies, \$748.87; Franz Reprographics, Inc, Plotter Maintenance, \$176.36; Gardner Acoustical, Wall Panels, \$1589.00; Golden West Technologies Inc., Tech Support, \$4326.68; Goldfield Telecom LC, Supplies, \$114.59; Goldfield Telecom LC, Systems/Cabling Inv, \$22579.46; Grainger, Supplies, \$285.84; Graybar Electric Company, Supplies, \$6609.28; Graybar Electric Company, Systems/Cabling Inv, \$455.89; Gridor Const., Inc., Water Treatment Plant, \$499183.00; Hach Chemical Company, Spectrophotometers, \$7060.50; Hawkins Inc, Chemicals, \$7800.82; HDR, Inc, Engineering Service, \$138204.26; Henkin Schultz Comm Arts, Communications Consultant, \$5536.32; Homestead Do It Center, Supplies, \$35.64; Homestead Meats, LLC, Event Supplies, \$180.00; Hy-Vee #55635, Supplies, \$200.64; Ingersoll-Rand Industrial US Inc, Supplies, \$363.12; Innovative Systems, LLC, Software/Hardware Maintenance, \$37203.36; Interstate Telecommunications Cooperative, Telephone Expense, \$355.84; Jackrabbit Tire & Service, Inc, Work Equipment Maintenance, \$931.30; Kruse, Dan, Travel, \$40.80; L G Everist Inc, Quartzite/Gravel, \$2500.54; Lowe's, Supplies, \$2269.31; Lumen, Telco Settlement, \$272.22; Mack, Scott, Travel, \$1116.82; Malloy Electric, Repairs/Supplies, \$1988.49; Marsh & McLennan Agency, LLC, Professional Fees, \$1390.50; Martin's Inc, Diesel/Oil, \$2054.50; Matheson Tri-Gas Inc, Supplies, \$288.51; Midcontinent Comm., Contract Fee, \$858.27; Midwest Fresh Catering, Event Supplies, \$206.70; Midwest Glass LLC, Supplies, \$463.47; Missouri River Energy Services, Registration, \$594.00; MMUA, Safety Training, \$7911.00; MVTL Laboratories Inc., Wastewater Analysis, \$302.46; Napa Auto Parts, Supplies, \$810.17; NCTC, TV Programs Fee, \$85727.08; Nexstar Broadcasting, Inc., Contract Fee, \$14640.96; Niklason Masonary, Concrete/Supplies, \$10150.00; Northwestern Energy, Natural Gas, \$84.97; Office Peeps Inc, Supplies, \$696.78; Oil Price Information Service, LLC, Publication, \$546.00; O'Reilly Auto Enterprises, LLC, Supplies, \$14.99; Outlaw Graphics, Supplies/Decals, \$3057.50; Owen, John, Travel, \$40.80; Pests B Dead LLC, Pest Control, \$275.00; Pete Lien & Sons Inc, Chemicals, \$27561.56; Pinnacle Marketing Group, Directory Publication, \$8620.83; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$171564.16; Prunty Construction Co, Inc, Well Field Valve Installation, \$13381.41; Prussman Contracting Inc, Lead Water Service Replacement, \$101404.22; Ramsdell F&M Ltd., LP Fill, \$31.65; RC First Aid, Supplies, \$275.50; Riverside Technologies, Inc., Printer/Monitor/Memory/Laptop, \$2251.59; Runnings, Supplies, \$2684.24; Runnings, Uniforms, \$164.91; Schoon's Pump N' Pak, Vehicle Gasoline, \$3087.92; SD CPA Society, Membership Dues, \$260.00; SD Dept of Environ & Nat, Certification, \$120.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$572.00; SD Dept of Rev, Enhanced 911, \$12467.56; SD State Treasurer, Communication

Impaired Fee, \$1693.85; SD Treasurer, Sales/Excise Tax, \$154915.66; SDN Communications, Circuit Lease, \$16159.99; SDSU, Perform. Eval. W/WW, \$141190.00; SDSU Foundation Acct 70507, SDSU Power System Study, \$550.00; Seeco, Supplies, \$6582.48; Sentry, LLC, Wellfield Expansion, \$354762.00; Sioux Falls Utilities, Utility Bill, \$41.95; Sioux Valley Energy, Dispatching Service, \$1100.00; Sixth Street Development, Campanile Water Project, \$113657.99; Skinner Striping, Asphalt, \$8571.45; South Dakota One Call, Locate Fee, \$625.80; South Dakota Public Assurance Alliance, General Liability/Property Ins, \$374.89; Springbrook, Credit Card Processing Fee, \$2504.28; Springbrook Holding Company LLC, Software Support, \$6089.00; Springbrook Holding Company LLC, TOU/AMI Software Improvements, \$1793.00; State Of South Dakota, Record Retention, \$8.91; Stuart C. Irby, Transformers, \$49375.00; Sturdevant's Auto Value, Supplies, \$90.43; Subway, Meeting Supplies, \$479.30; Swiftel Communications, Office Phone Bill, \$163269.26; Teledynamics, Supplies, \$241.00; Teledynamics, Systems/Cabling Inv, \$133.20; The UPS Store 5064, Freight, \$1492.90; Thein Well Co., Inc, Well Maintenance, \$198.90; Thomson Reuters - West, SDCL Publications, \$517.33; Thryv, Inc, Advertising, \$436.02; Tires Tires Tires, Vehicle Maintenance, \$25.00; Titan Machinery, Inc, Work Equipment Maintenance, \$287.48; T-Mobile, PCS Phone Service, \$55.20; Turfguard Lawn Service Inc., Weed Spraying, \$1640.00; U.S. Bank National Association, SRF Loan Payment, \$508190.49; United Parcel Service, Freight, \$64.71; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$33351.47; USA Bluebook, Supplies, \$3923.80; Vantage Point Solutions Inc., Engineering Consulting, \$767.50; Wage Works, Inc, Benefit Plan Fee, \$165.00; Walker & Associates Inc, Supplies, \$230.71; Wesco, LED Cobra Head, \$10010.00; Xcel Energy/NSP, Utility Bill, \$11.78; Yorkshire Eye Clinic & Optical, Safety Glasses, \$350.00; Zesto, Event Supplies, \$757.50; Aberly, Ayanna, Telephone Refund, \$79.06; BANKS, TAYLOR, Refund Check, \$13.61; Barnes, Brittani, Telephone Refund, \$12.13; BARNES, PAUL OR KARRIE, Refund Check, \$200.00; Bell, Jonathan M, Telephone Refund, \$93.18; Boyum, Hunter, Telephone Refund, \$72.17; Brandt, Michael, Telephone Refund, \$65.90; Broekhuizen, Josh, Telephone Refund, \$33.85; BUILDERS ELECTRIC LLC, Refund Check, \$3350.67; Bukaske, Dylan, Telephone Refund, \$65.90; CASTILLO, ASLEDI, Refund Check, \$250.90; Chaophasy, Katrina, Telephone Refund, \$56.38; Christensen, Paul, Telephone Refund, \$82.03; Dahl, Jennifer, Telephone Refund, \$65.90; Dandurand, Amanda, Telephone Refund, \$103.72; Dorsett, Jackson, Telephone Refund, \$96.18; Endres, Angela, Telephone Refund, \$13.18; Enga, Jens, Telephone Refund, \$65.90; Ford, Cassidy, Telephone Refund, \$65.90; HANSON, TONYA, Refund Check, \$136.03; Hawkins, Brady, Telephone Refund, \$47.11; Hawks, Tristan, Telephone Refund, \$67.85; Holiday, Connor, Telephone Refund, \$69.69; Hollingsworth, Megan, Telephone Refund, \$72.17; HOMETOWN CONSTRUCTION, Refund Check, \$136.44; James, Nathaniel, Telephone Refund, \$104.68; JEWETT, MIKE & MICHELLE, Refund Check, \$27.98; JH Rentals, Conserve/Demand Incentive, \$80.00; Jordre, Quinn, Telephone Refund, \$62.33; Kadoun, Lucille, Telephone Refund, \$79.06; Kaufman, Jacob, Telephone Refund, \$289.90; Knuppe, Cole, Telephone Refund, \$23.27; Knutson, Kyle, Telephone Refund, \$40.27; KOZACHENKO, OLENA, Refund Check, \$68.28; Kruger, Raelynn, Telephone Refund, \$140.09; KULESA, HAVEN, Refund Check, \$40.70; Kvistad, Brock, Telephone Refund, \$82.03; KWASNIEWSKI, MORGAN, Refund Check, \$100.61; Larson, Josh, Telephone Refund, \$74.59; Lin, Xue Yin, Conserve/Demand Incentive, \$25.00; Lux, Jacob, Telephone Refund, \$42.26; MENDEZ, JOSUE, Refund Check, \$252.39; Meyer, Barbara, Telephone Refund, \$44.40; Murphy, Charles, Conserve/Demand Incentive, \$50.00; Nelson, Jade, Telephone Refund, \$57.98; Ngatchou, Elisha, Telephone

Refund, \$7.91; Nyland, Zachary, Telephone Refund, \$96.18; Petersen, Chris, Telephone Refund, \$65.90; Pheasant Restaurant, Conserve/Demand Incentive, \$250.00; Pust, Koby, Telephone Refund, \$106.46; Reiser, Colene, Telephone Refund, \$29.38; ROLLER, WYATT, Refund Check, \$140.00; STOLTENBERG HOMES, Refund Check, \$319.91; Swank, Connor, Telephone Refund, \$115.33; Tauer, Michael, Telephone Refund, \$72.17; TIMMER, HALEIGH, Refund Check, \$6.78; Tolzin, Darwin, Telephone Refund, \$26.25; Trumper, Taylor, Telephone Refund, \$5.51; Vogt, Catherine, Telephone Refund, \$57.98; Vukovich, Ben, Telephone Refund, \$13.34; Walters, Caitlin, Telephone Refund, \$40.07; WHITE, BRAD, Refund Check, \$7.65; White, Yvonne, Telephone Refund, \$12.79; Zobel, Tayler, Telephone Refund, \$57.98;

PERSONNEL INFORMATION

Department Salaries (June): Electric, \$292,872.50; Water, \$134,694.39; Wastewater, \$136,392.60; Telephone, \$331,643.79; Retirement, \$51,507.75; Social Security, \$64,272.31; Insurance, \$112,240.42; Deferred Comp, \$16,202.51.

Salary Changes: R. Petersen, \$25.95; T. Hohn, \$8,913.12; L. Sebring, \$8,998.29; J. Brown, \$30.91; D. Brutty, \$39.22;

New Employees: G. Bachman, \$19.09; C. Stroschein, \$21.14/

EXECUTIVE SESSION

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

APPROVAL FOR EXECUTIVE VICE PRESIDENT TO SERVE ON SDTA BOARD OF DIRECTORS AND AUTHORIZE EVP TO BE A VOTING DELEGATE

Motion was made by Harvey, seconded by Bartels that the Board approve Steve Meyer, Executive Vice President/General Manager to serve on the South Dakota Telecommunications Association (SDTA) Board of Directors and that authorization be given for the EVP to serve as a voting delegate on behalf of Swiftel Communications at the annual meeting. All members present voted in favor of the motion.

POLICY MANUAL AMENDMENTS

Motion was made by Hawley that the following Resolution No. 18-25 be approved.

RESOLUTION NO. 18 - 25

RESOLUTION AMENDING POLICY MANUAL PERSONNEL AND FISCAL 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 an amendment to the Personnel Policy, Section 312.03, Workplace Violence and Fiscal Policy, Section 412, Fixed Assets 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 14th day of July, 2025.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President

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

TRANSFER OF SERVICE TERRITORY AGREEMENT WITH SIOUX VALLEY-
SOUTHWESTERN ELECTRIC COOPERATIVE

Motion was made by Harvey that the following Resolution No. 19-25 be approved.

RESOLUTION NO. 19 - 25

RESOLUTION APPROVING AGREEMENT--TRANSFER OF
SERVICE TERRITORY WITH
SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE INC.
(City of Brookings Resolution 25-041)

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:

Lot 1 of Clark 2nd Addition in the Southwest Quarter (SW ¼) of Section Twenty (20), Township One Hundred Ten (110) North, Range Forty-nine (49), West of the 5th P.M., Brookings County, South Dakota and Lot 2 of Clark 2nd Addition in the Southwest Quarter (SW ¼) of 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

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 July, 2025.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President

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

SURPLUS EQUIPMENT FOR DESTRUCTION

Motion was made by Harvey that the following Resolution No. 20-25 be approved.

RESOLUTION NO. 20 - 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:

Printers	6
Laptops	3
Desktop	1
Metal Shelving	2
Air Operated Diaphragm Pumps – 60P Model (WWTP – Sludge Control Building	2

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 14th day of July, 2025.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President

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

SURPLUS EQUIPMENT TO BE SOLD

Motion was made by Hawley that the following Resolution No. 21-25 be approved.

RESOLUTION NO. 21 - 25

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT TO BE SOLD

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:

Server Rack	1
Fireproof Safes	2
Wooden Countertop	1
Wooden Shelving	1
Onan Generator on Trailer – Three Phase 30 kw (old Henry Lift station) - S/N #J800530263	1
Onan Generator on Trailer – Three Phase 30 kw (old Bowling Lift station) - S/N #E-551726	1
Old Army Surplus Generator - S/N #832	1
11 hp Briggs & Stratton Small Engine – Model #256432	1
9 hp Briggs & Stratton Small Engine	1
1500 KVA Padmount Transformer	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 to be sold in accordance with the provision of SDCL 6-13.

Adopted this 14th day of July, 2025.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President

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

ENGINEERING AMENDMENT NO. 4 – WATER SYSTEM UPGRADE PROJECT

Motion was made by Harvey, seconded by Hawley to approve the Amendment No. 4 to Owner-Engineer Agreement with HDR Engineering Inc. for the Water System Upgrade Project. All members present voted in favor of the motion.

CHANGE ORDER NO. 6 – WATER TREATMENT PLANT

Motion was made by Bartels, seconded by Hawley to approve Change Order No. 6 for the Water Treatment Plant Project that addresses a variety of miscellaneous items. All members present voted in favor of the motion.

CHANGE ORDER NO. 7 – WATER TREATMENT PLANT

Motion was made by Hawley, seconded by Harvey to approve Change Order No. 7 for the Water Treatment Plant Project that addresses a variety of miscellaneous items. All members present voted in favor of the motion.

CHANGE ORDER NO. 1 – LEAD SERVICE REPLACEMENT PROJECT

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

FINAL PAYMENT ON THE LEAD SERVICE REPLACEMENT PROJECT

Motion was made by Harvey that the following Resolution No. 22-25 be approved.

RESOLUTION NO. 22 - 25

RESOLUTION APPROVING WORK AND
AUTHORIZING FINAL PAYMENT ON LEAD WATER
SERVICE REPLACEMENT PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$101,404.22 to Prussman Contracting Inc. be approved for the Lead Water Service Replacement Project.

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

Adopted this 14th day of July, 2025.

ATTEST:

Spencer Hawley, Secretary

Doug Carruthers, President

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

DISCUSSION OF WATER STRATEGIC PRIORITIES

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

ADJOURNMENT

The meeting adjourned.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President