

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, May 8, 2023, 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.

ELECTION OF OFFICERS

Motion was made by Hawley, seconded by Bartels to nominate Tim Harvey to President of the Board, Doug Carruthers to Vice President of the Board and Seth Hansen to Secretary of the Board. All members present voted in favor of the motion.

Motion was made by Bartels, seconded by Hawley to ask that nominations cease and a unanimous ballot be cast for Tim Harvey to President of the Board, Doug Carruthers to Vice President of the Board and Seth Hansen to Secretary of the Board. All members present voted in favor of the motion.

MINUTES

Minutes of the regular meeting held April 10, 2023, and the special meeting held April 24, 2023, were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

Advanced Engineering & Environmental Service, Engineering Services, \$981.10; A-I Computer Solutions Of Brookings Inc, Supplies, \$9.99; Allegra, Printed Supplies, \$213.30; Appeara, Supplies, \$63.14; AT & T, Telco Settlement, \$679.83; AT & T Mobility, PCS Phone Service, \$3532.78; Authorize.Net, Credit Card Processing Fee, \$182.20; AVI Systems, Inc., Audio/Video Technology, \$5897.05; Badger Communications, Systems/Cabling Inv, \$11843.63; Bally Sports North, Contract Fee, \$8389.44; Bendix Inc., Printer/Copier Maintenance, \$3240.92; Bluefin Payment Systems, Credit Card Processing Fee, \$12377.01; Border States Elec Supply, Supplies, \$2432.60; Border States Elec Supply, Systems/Cabling Inv, \$7336.57; Border States Elec Supply, Uniforms, \$323.80; Bridle Estates, Sewer Charge Reimbursement, \$5361.00; Brookings Auto Mall, Vehicle Maintenance, \$84.90; Brookings County Finance Office, License, \$15.00; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Municipal Utilities, Office Utility Bill, \$52463.48; Brookings Municipal Utilities, Petty Cash, \$127.00; BSG Clearing Solutions, Telco Settlement, \$17.91; Business Track, Credit Card Processing Fee, \$10253.75; Calix Inc., Supplies, \$8717.94; Carquest Auto Supply, Work Equip Maintenance/Supplies,

\$372.01; Century Business Products, Printer/Copier Maintenance, \$1306.41; Century Link, Telephone Expense, \$490.14; CHR Solutions Inc, Software Maintenance, \$1911.11; City of Brookings, Contract Fee, \$7162.95; Clites Electric Construction, Inc., Labor/Supplies, \$35.64; Complete Plumbing Inc., Labor/Supplies, \$287.86; Core & Main, Supplies, \$61.92; Courtesy Plumbing Inc., Repair/Supplies, \$363.00; Credit Collections Bureau, Delinq. Account Collection, \$546.49; Culligan of Brookings, Bottled Water, \$115.00; Cummins Inc, Generator Maintenance, \$2629.27; Cutler Law Firm, LLP, Legal Service, \$245.00; Dakota Fluid Power Inc, Maintenance/Supplies, \$259.51; Dept Of The Treasury, Federal Tax, \$5996.87; DGR Engineering Inc, Engineering Service, \$3475.00; DHE, LLC, Maintenance Fee, \$1196.63; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$3665.62; Double K Sales & Detailing LLC, Work Equipment Maintenance, \$249.75; Ekern Home Equipment Inc., Repair/Supplies, \$292.67; Everson, Neal, Conserve/Demand Incentive, \$500.00; Fastenal Company, Supplies, \$285.99; First Bank & Trust, Conserve/Demand Incentive, \$1494.00; Foerster Supply Inc, Supplies, \$761.50; Franz Reprographics, Plotter Maintenance, \$180.81; Frontier Precision Inc, Supplies, \$287.32; G & R Controls, Equipment Repair/Supplies, \$199.80; Golden West Technologies Inc., Tech Support, \$4314.78; Goldfield Telecom LC, Supplies, \$315.74; Gray Media Group Inc, Contract Fee, \$21125.80; Graybar Electric Company, Supplies, \$143.36; Graybar Electric Company, Systems/Cabling Inv, \$765.00; Gridor Const., Inc., Water Treatment Plant, \$1453015.80; Hawkins Inc, Chemicals, \$1800.00; Highline Construction Inc., Transmission Line Repair, \$44345.00; Hillyard/Sioux Falls, Janitorial Supplies, \$399.92; Homestead Do It Center, Supplies, \$38.19; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$550.00; Interstate Telecommunications Cooperative, Telephone Expense, \$380.49; John Deere Financial, Supplies, \$111.70; Johnson Garage Door, Supplies, \$249.90; Krier & Blain Inc, HVAC Maintenance, \$1960.00; Lowe's, Supplies, \$38.86; Lumen, Telco Settlement, \$272.22; Malloy Electric, Repairs/Supplies, \$1456.81; Martin's Inc, Diesel/Oil, \$700.81; Matheson Tri-Gas Inc, Supplies, \$258.75; Midamerican Energy, Utility Bill, \$43.29; Midcontinent Comm., Contract Fee, \$687.04; Moss Adams LLP, Consulting Service, \$2350.00; Napa Auto Parts, Supplies, \$177.24; Nexstar Broadcasting, Inc., Contract Fee, \$10055.57; Northwestern Energy, Natural Gas, \$54.32; Office Peeps Inc, Supplies, \$170.13; One Source - The Background Check Company, Employee Verification, \$222.00; O'Reilly, Supplies, \$34.98; Paragon Health & Wellness, Drug Screening, \$140.00; Pests B Dead LLC, Pest Control, \$150.00; Pete Lien & Sons Inc, Chemicals, \$4408.30; Prunty Construction Co, Inc, Sewer Meter Vault Installation, \$24368.35; Prussman Contracting Inc, Main Repairs, \$4695.11; Prussman Contracting Inc, Meter Vault Install, \$3815.68; Ramsdell F&M Ltd., LP Fill, \$70.20; RC First Aid, Supplies, \$124.50; Rental Depot, Systems/Cabling Inv, \$86.95; Resco, Generator, \$5515.47; Robinson, Mike, Travel, \$280.20; Runnings, Supplies, \$3816.48; Rymerson, Tanner, Travel, \$53.10; Schomp's Mechanical Services, Labor/Supplies, \$672.00; Schoon's Pump N' Pak, Vehicle Gasoline, \$5613.19; SD Dept of Rev, Enhanced 911, \$8769.77; SD Public Utilities Comm, Gross Receipts Tax, \$5749.52; SD Telecom Association, Assessment, \$11780.75; SD Treasurer, Sales/Excise Tax, \$164267.71; South Dakota Newspaper Services. Inc, Employment Advertising, \$797.10; Springbrook, Credit Card Processing Fee, \$2590.53; Sprint PCS, PCS Phone Service, \$149.06; State Industrial Products, Supplies, \$2709.48; Stuart C. Irby, Supplies, \$10542.48; Sturdevant's Auto Value, Supplies, \$101.93; Swiftel Communications, BMU Building Wiring, \$2225.42; Swiftel Communications, Office Phone Bill, \$123614.89; SwipeClock LLC, Subscription, \$555.00; Terex USA, LLC, Equipment Maintenance, \$1064.63; The UPS Store, Freight, \$2668.11; United Parcel Service, Freight, \$60.28; Universal Service

Adm. Co, USAC Contribution, \$28151.88; University Estates, Water Charge Reimbursement, \$3770.00; USA Bluebook, Supplies, \$3451.49; Vander Haag's Inc, Truck Engine, \$10261.17; Wesco, Underground Conductor, \$153663.46; Wheeldon's, Equipment Maintenance, \$12.00; WW Tire Service Inc, Work Equipment Maintenance, \$1058.17; Xcel Energy/NSP, Utility Bill, \$47.03; DAKOTA BIOPRODUCTS INSTITUTE, Refund Check, \$148.90; GEHRING, GENA, Refund Check, \$35.01; GETACHEW, HASSET, Refund Check, \$76.82; PRICE RENTALS, Refund Check, \$67.39; SOTO, MARIA, Refund Check, \$132.19; VAN DYKE, LANE, Refund Check, \$22.42; Button, Gladys, Telephone Refund, \$25.58; Kjelden, Janet, Telephone Refund, \$18.37

PERSONNEL INFORMATION

Department Salaries (April): Electric, \$210,617.25; Water, \$106,288.14; Wastewater, \$97,491.67; Telephone, \$305,420.39; Retirement, \$42,066.77; Social Security, \$51,518.89; Insurance, \$103,127.63; Deferred Comp, \$13,358.78.

Salary Changes: S. Thelen, \$24.61; T. Rymerson, \$24.80;

New Hire: S. Schulte, \$18.27; K. Hougland \$26.80.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Financial & IT Manager, presented a quarterly financial review of first quarter 2023.

FIRST READING OF WATER IRRIGATION RATE REVIEW

The proposed rate increase for water service was reviewed. Motion was made by Carruthers, seconded by Hansen to approve the first reading of the proposed rate increase for irrigation water rates. All members present voted in favor of the motion.

APPLICATION FOR WATER AND SEWER CONNECTION INTO WATER/SEWER SYSTEM – PRINCE DRIVE SOUTH OF DAKTRONICS DRIVE

Motion was made by Hawley, seconded by Carruthers that the application for extension for water and sewer mains and connection into the city water and sewer system requested by TK Samuelson Enterprises on Prince Drive south of Daktronics Drive be approved. All members present voted in favor of the motion.

APPLICATION FOR SEWER CONNECTION INTO SEWER SYSTEM – HILLCREST SCHOOL

Motion was made by Hansen, seconded by Carruthers that the application for extension of sewer main and connection into the city sewer system requested by Brookings School System at Hillcrest Elementary School be approved. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

The following bids were opened and read at 1:30 p.m. on May 2, 2023, and presented at this time for consideration and action.

TELEPHONE DIRECTORY PRINTING SERVICES

No bids were received for the Telephone Directory Printing Services. Motion was made by Hansen, seconded by Carruthers to authorize the staff to negotiate with qualified vendors based on the current specifications per statute SDCL 5-18A-8. All members present voted in favor of the motion.

CENTRAL OFFICE HVAC

Krier & Blain	\$304,800.00
Howe Plumbing & Heating	\$388,095.00

Motion was made by Carruthers, seconded by Hansen that the low bid of Krier & Blain in the amount of \$ \$304,800.00 for Central Office HVAC for the Telephone Department 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.

EXECUTIVE SESSION

Motion was made by Bartels seconded by Carruthers 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 and 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