

Municipal Utilities Board
City of Brookings

September 11, 2023

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, September 11, 2023, at the Utility building with the following members present: Bartels, Carruthers, Hawley, President Harvey and City Council Liaison Rasmussen. Absent: Hansen.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held August 14, 2023, and the special meetings held August 28, 2023, and September 5, 2023, were read and approved.

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.

Advanced Engineering & Environmental Service, Engineering Services, \$6246.63; Allegra, Printed Supplies, \$403.80; Appera, Supplies, \$63.14; AT & T Mobility, COPP Devices, \$2152.20; AT & T Mobility, PCS Phone Service, \$1689.62; AT&T/ACS Razorsight Serv Proc Div, CABS Refund, \$532.64; Authorize.Net, Credit Card Processing Fee, \$170.55; Automatic Building Controls Inc., Annual Contract, \$240.00; Bally Sports North, Contract Fee, \$8418.70; Bendix Inc., Printer/Copier Maintenance, \$1073.92; Blooston, Mordkofsky, Dickens & Prendergast, LLP, Legal Service, \$2000.25; Bluefin Payment Systems, Credit Card Processing Fee, \$14887.82; Bobcat Of Brookings, Supplies/Equipment Repair, \$374.73; Border States Elec Supply, Supplies, \$412.94; Border States Elec Supply, Systems/Cabling Inv, \$964.16; Border States Elec Supply, Uniforms, \$271.44; Borns, Justin, Travel, \$319.46; Bridle Estates, Sewer Charge Reimbursement, \$104.00; Brookings Area Chamber Of Commerce, Membership Dues, \$800.00; Brookings Auto Mall, Vehicle Maintenance, \$964.38; Brookings County Finance Office, Commercial License Plates, \$4839.85; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Municipal Utilities, Office Utility Bill, \$54589.06; Brookings Municipal Utilities, Petty Cash, \$40.00; Brookings Register, Advertising/Legals, \$384.17; Brookings Register, Subscription, \$210.00; Bruttys Underground Sprinkler, Supplies, \$1890.00; BSG Clearing Solutions, Telco Settlement, \$20.87; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$174.00; Business Track, Credit Card Processing Fee, \$11078.58; BX Civil & Construction Inc, Dust Control, \$6522.88; Card Connect, Credit Card Processing Fee, \$25.10; CDW Government Inc, Systems/Cabling Inv, \$392.12; Cemcast Pipe & Precast, Manhole/Manhole Boot, \$3758.05; Century Business Products, Printer/Copier Maintenance,

\$1330.38; Century Link, Telephone Expense, \$203.83; CHR Solutions Inc, Software Maintenance, \$2089.00; Christenson, Cody, Travel, \$165.20; City of Brookings, Contract Fee, \$7253.45; City of Sioux Falls, Lawn Maintenance, \$56.00; Climate Systems Inc, HVAC Maintenance, \$795.20; Connections Inc, EAP Service, \$1028.16; Core & Main, Sewer Wyes, \$22377.48; Core & Main, Supplies, \$3680.49; Courtesy Plumbing Inc., Repair/Supplies, \$2063.40; Credit Collections Bureau, Delinq. Account Collection, \$395.25; Culligan of Brookings, Bottled Water, \$65.00; Dakota Supply Group, Inventory, \$8001.80; Dave's Window Cleaning, Inc, Window Service, \$72.00; Dept Of The Treasury, Federal Tax, \$5972.55; DGR Engineering Inc, Engineering Service, \$4700.00; DHE, LLC, Maintenance Fee, \$1196.63; Directory Resources Co LLC, Software Maintenance, \$1250.00; Eide Bailly LLP, Audit Fee, \$8500.00; Environmental Laboratories, Inc, Water Analysis, \$925.00; Express Communications, Inc., Telco Settlement, \$11108.84; Faber, Danny, Conserve/Demand Incentive, \$96.00; Farmers Implement Irrigation, Work Equipment Maintenance, \$507.41; Ferguson Waterworks #2516, Supplies, \$698.54; Foerster Supply Inc, Supplies, \$490.00; Franz Reprographics, Plotter Maintenance, \$169.51; Frontier Precision Inc, Supplies, \$283.20; G & R Controls, Equipment Repair/Supplies, \$465.00; Golden West Technologies Inc., Tech Support, \$8919.81; Goldfield Telecom LC, Supplies, \$86.28; Grainger, Supplies, \$60.10; Gray Media Group Inc, Contract Fee, \$21135.77; Graybar Electric Company, Supplies, \$991.42; Graybar Electric Company, Systems/Cabling Inv, \$4842.01; Gridor Const., Inc., Water Treatment Plant, \$4932726.30; GuidePoint Security, LLC, Hardware, \$4859.15; H & W Contracting, LLC, SW/SE Interceptor Replacement, \$817371.28; Halgerson, Russ, License Renewal, \$80.00; Halgerson, Russ, Travel, \$855.99; Hanson, Kati, Travel, \$88.50; Hawkins Inc, Chemicals, \$7051.35; Hawley, Spence, Travel, \$1119.80; HDR, Inc, Engineering Service, \$4104.18; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$6705.00; Hillyard/Sioux Falls, Janitorial Supplies, \$147.58; Hiltunen, Trent, Travel, \$106.20; Homestead Do It Center, Supplies, \$30.57; Huber Technology Inc, Biosolids Dewatering Equip, \$213848.40; Hydro-Klean, LLC, Manhole Rehabilitation, \$113636.86; Innovative Systems, Software Installation, \$5500.00; Interstate All Battery Center, Supplies, \$298.00; Interstate Tele-Com Coop (Cabs), Directory Listings, \$355.60; Jackrabbit Tire Company, Work Equipment Maintenance, \$1090.38; Jensen, Kami, Travel, \$135.70; Jimmy Johns #926, Meeting Supplies, \$219.67; Johnson, Kelli, Travel, \$273.25; Julius, Laura, Travel, \$215.25; Kabris, Curt, Travel, \$326.33; Kleinemas, Jason, Travel, \$29.50; Kruse, Dan, Travel, \$123.90; L G Everist Inc, Quartzite, \$3203.78; Lewis Drug Inc, Supplies, \$3.98; Lowe's, Supplies, \$1153.86; Lumen, Telco Settlement, \$272.22; Mack, Brayton, Travel, \$177.00; Mack, Scott, Travel, \$362.36; Martin's Inc, Diesel/Oil, \$1249.68; Matheson Tri-Gas Inc, Supplies, \$269.39; McKibben, Jacquie, Travel, \$426.48; Meyer, Steve, Travel, \$1972.96; Midamerican Energy, Utility Bill, \$12.38; Midcontinent Comm., Contract Fee, \$690.08; Midwest Fresh Catering, Employee Picnic, \$1755.63; Millborn Seeds Inc, Grass Seed/Fertilizer, \$530.00; Monkey Business Treats LLC, Employee Picnic, \$411.50; Moss Adams LLP, Consulting Service, \$1412.00; Munson, Vanessa, Travel, \$135.70; MVTL Laboratories Inc., Wastewater Analysis, \$400.95; Napa Auto Parts, Supplies, \$2.89; Nexstar Broadcasting, Inc., Contract Fee, \$10059.78; Niklason Masonary, Concrete/Supplies, \$1660.00; Northwestern Energy, Natural Gas, \$63.22; Office Peeps Inc, Supplies, \$2164.54; Oil Price Information Service, LLC, Publication, \$486.00; OneNeck IT Solutions LLC, Consulting/Licenses, \$939.38; Outlaw Graphics, Supplies/Decals, \$292.50; Pests B Dead LLC, Pest Control, \$180.00; Pete Lien & Sons Inc, Chemicals, \$23984.75; Pizza Ranch, Employee Recognition, \$63.95; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$867194.08; Prussman Contracting Inc,

32nd St Contractor Repairs, \$6693.75; Prussman Contracting Inc, Equipment Rental, \$4912.34; Ramsdell F&M Ltd., LP Fill, \$63.30; RC First Aid, Supplies, \$224.50; Rental Depot, Equipment Rental, \$56.95; Resco, Supplies, \$2748.24; Rients, Shane, Travel, \$194.70; Robby's Auto Shop, Vehicle Maintenance, \$90.38; Robinson, Mike, Travel, \$121.74; Ron's Auto Repair, Vehicle Maintenance, \$60.62; Runnings, Supplies, \$972.48; Rymerson, Tanner, Travel, \$205.75; Schaffer Law Office, Prof. LLC, Legal Service, \$2875.00; Schoon, Jacob, Travel, \$123.90; Schoon's Pump N' Pak, Vehicle Gasoline, \$4070.32; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$2562.00; SD Dept of Rev, Enhanced 911, \$8584.80; SD State Treasurer, Communication Impaired Fee, \$1866.20; SD Treasurer, Sales/Excise Tax, \$191555.10; SDSU Financial Aid Office, Scholarship, \$1000.00; Skinner Striping, Asphalt, \$1785.72; Skyberg, Amy, Travel, \$134.93; Springbrook, Credit Card Processing Fee, \$3029.21; Springbrook Holding Company LLC, Software Support, \$803.25; Sprint PCS, PCS Phone Service, \$148.85; Stan Houston Equipment Co Inc, Supplies, \$432.05; Sturdevant's Auto Value, Supplies, \$68.81; Sunbelt Rentals, Inc, Generator Rental, \$4587.75; Swiftel Communications, Office Phone Bill, \$126789.87; T & R Electric Supply, Repair/Supplies, \$3960.00; The UPS Store, Freight, \$497.44; Thompson, Ryan, Travel, \$141.13; United Parcel Service, Freight, \$32.00; Universal Service Adm. Co, USAC Contribution, \$27221.39; University of South Dakota, Scholarship, \$500.00; USA Bluebook, Supplies, \$1683.70; Vantage Point Solutions Inc., Engineering Consulting, \$2260.00; Walker & Associates Inc, Inventory, \$13857.23; Winter Contracting, LLC, Raw/Treated Water Pipelines, \$395933.87; Woodbury County Treasurer, IA Real Estate Tax, \$6278.00; WW Tire Service Inc, Work Equipment Maintenance, \$271.74; Xcel Energy/NSP, Utility Bill, \$2.69; JONES, DEANNA, Refund Check, \$300.00; KERRY'S SPRINKLERS INC, Refund Check, \$3228.06; OLSON, OMAR & LYNNE, Refund Check, \$30.07; MORK, GARY, Refund Check, \$251.70; UCITY PROPERTY MANAGEMENT, Refund Check, \$59.55; LACEY, COLTER, Refund Check, \$221.23; KH CONTRACTING, Refund Check, \$165.39; DAKOTA MINI STORAGE, Refund Check, \$140.00; Eidem, Micah, Telephone Refund, \$55.99; Emmett, Larry, Telephone Refund, \$160.77; Engstrom, Erling, Telephone Refund, \$43.33; Gjertson, Phyllis, Telephone Refund, \$9.89; Gorman, John, Telephone Refund, \$64.93; Jacoby, Regan, Telephone Refund, \$58.53; Jefferson, Akeela, Telephone Refund, \$58.53; Klosterman, Sharon, Telephone Refund, \$24.28; Kretchman, Sarah, Telephone Refund, \$61.31; Lampson, Joyce, Telephone Refund, \$105.18; Lantgen, Tina, Telephone Refund, \$175.00; Linke, Jonathan, Telephone Refund, \$58.53; Lohsandt, Austin, Telephone Refund, \$44.59; Medina, Brittney, Telephone Refund, \$39.51; Pappas, Keri, Telephone Refund, \$58.53; Petersen, Stephanie, Telephone Refund, \$87.84; Provencio, Charles, Telephone Refund, \$86.53; Prusa, Julie, Telephone Refund, \$56.34; Ramsay-Seaner, Kristine, Telephone Refund, \$97.71; Robbins, Terry, Telephone Refund, \$57.67; Smith, Marshal, Telephone Refund, \$22.28; Stephenson, Charles, Telephone Refund, \$34.53; Sultana, Sharmin, Telephone Refund, \$56.34; Theodosopoulos, D, Telephone Refund, \$27.25; Vincent, Walter, Telephone Refund, \$86.53; Wagner, Scott, Telephone Refund, \$94.76; Yordanova, Albena, Telephone Refund, \$8.37; Zimmerer, Bryce, Telephone Refund, \$2.79; Berseth, Annika, Telephone Refund, \$18.50; Casey's General Store, Telephone Refund, \$51.04; Chapin, Cathy, Telephone Refund, \$170.14; Christopherson, Christopher, Telephone Refund, \$2.79; Deibert, Elise, Telephone Refund, \$19.51;

PERSONNEL INFORMATION

Department Salaries (August): Electric, \$267,072.23; Water, \$124,837.75; Wastewater, \$132,087.06; Telephone, \$360,260.24; Retirement, \$50,450.16; Social Security, \$63,665.50; Insurance, \$101,635.86; Deferred Comp, \$15,017.49.

Salary Changes: A. Brech, \$30.92; S. Mathison, \$32.15.

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.

CARRUTHERS NOW PRESENT

The Board reconvened in open session.

SET DATE FOR PUBLIC HEARING ON 2024 BUDGET AND RATES

Motion was made by Carruthers, seconded by Hawley that a public hearing be held on the 2024 budget and utility rates at the Board Meeting to be held on Tuesday, October 10, 2023, at 1:00 p.m. All members present voted in favor of the motion.

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

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

RESOLUTION NO. 23 – 23

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.

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 11th day of September, 2023.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT TO BE TRADED IN – BATWING MOWER

Motion was made by Carruthers that the following Resolution No. 24–23 be approved.

RESOLUTION NO. 24 - 23

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT FOR TRADE-IN

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:

Bat Wing Mower -Woods Model BW126X
S/N 1218610

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 traded in in accordance with the provisions of SDCL 6-13.

Adopted this 11th day of September, 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 INTO WATER/SEWER SYSTEM – CANASTA LANE – SOUTHLAND ADDITION

Motion was made by Hawley, seconded by Carruthers that the application for extension for sewer mains and connection into the city sewer system requested by PMVK , Ltd. on Canasta Lane in the Southland Addition between Ace Avenue and 22nd Avenue be approved. All members present voted in favor of the motion.

BIDS

AUTHORIZATION TO SOLICIT BIDS

SOUTHWEST COLLECTOR REPLACEMENT – PHASE 3

Motion was made by Hawley, seconded by Bartels that authorization be given to advertise for Southwest Collector Replacement – Phase 3 for the Wastewater Department. All members present voted in favor of the motion.

AWARDING OF BIDS

48 CT OPGW FIBER – ELECTRIC DEPARTMENT

Border States	\$79,800.00
Graybar Electric	\$75,140.00
Wesco	\$75,310.00
DSG	\$74,460.00

Motion was made by Carruthers, seconded by Hawley that the low bid of DSG in the amount of \$ \$74,460.00 for 48 CT OPGW Fiber for the Electric 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 Hawley to adjourn to an executive session for the purpose of discussing 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