

The Department Managers gave an overview of 2019 highlights in their respective departments at 12:00 p.m. on January 13, 2020.

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, January 13, 2020, at the Utility Building with the following members present: Bartels, Carruthers, Hansen and Harvey. Absent: Pitts.

MINUTES

Minutes of the regular meeting held December 9, 2019 and the special meeting held Friday, December 23, 2019 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supplies, \$13.80; Advanced Media Tech, Unreg Inventory, \$2,868.00; A-I Computer Solutions, Supp, \$274.91; Allegra, Printed Supp, \$1,565.15; AMP Electric, Labor/Supp, \$172.12; Appera, Supp, \$343.10; Aramark, Supp, \$357.40; AT & T, Telco Settlement, \$701.78; Authorize.Net, Credit Card Processing Fee, \$164.20; Auto Body Specialties, Supp, \$58.14; B & B Manure, Sludge Removal, \$1,381.25; Badger Comm., Unreg Inventory, \$5,706.39; Ball, Michelle, Janitorial Service, \$250.00; Bauman, Cassidy, Travel, \$15.08; Becker, Tom, Conserve/Demand Incentive, \$400.00; Bendix, Copier Maint, \$1,704.56; Bierschbach Equipment, Supp, \$771.63; Bluefin Payment Systems, Credit Card Processing Fee, \$10,950.61; Blume, Jean, Conserve/Demand Incentive, \$150.00; Border States Electric, Supp, \$3,624.97; Border States Electric, Unreg Inv, \$775.32; Brandriet, Mark, Conserve/Demand Incentive, \$25.00; BRBA, Home Show Booth, \$900.00; Bridle Estates, Sewer Charge Reim, \$3,358.00; Briggs, Ken, Travel, \$52.46; Brookings Auto Mall, Vehicle Maint, \$326.06; Brookings County Finance, Land Closing Taxes, \$2,748.70; Brookings County Sheriff, Sheriff's Fee, \$60.00; Brookings Credit Bureau, Delinq. Acct Collection, \$1,490.87; Brookings Health System, Conserve/Demand Incentive, \$868.00; Brookings Municipal Utilities, Office Utility Bill, \$51,642.26; Brookings Radio, Advertising, \$2,100.00; Bruttys Underground Sprinkler, Irrigation System Maint, \$430.50; Buhls, Rug/Supp, \$146.00; Carquest, Equip Maint, \$298.94; Carrier Mgmt Systems, Annual Support Maint, \$6,175.00; Carus Corp, Chemicals, \$1,995.00; CDW Government, Computer Supp, \$1,079.18; Cenex Fleet Card, Gas, \$501.09; Century

Business Products, Copier Maint, \$337.28; Century Link, Telephone Exp, \$312.78; Century Link, Interconnections, \$4,775.22; Century Link, Telco Settlement, \$272.23; Chesterman, Bottled Water, \$14.00; Childrens Museum of SD, Conserve/Demand Incentive, \$2,555.28; CHR Solutions, Server Migration, \$24,250.00; City of Beresford, Utility Bill, \$167.93; City of Brookings, Contract Fee, \$6,872.76; City of Brookings, Landfill Fee, \$82.74; City of Sergeant Bluff, Utility Bill, \$210.06; City of Vermillion, Utility Bill, \$451.40; Climate Systems, HVAC Maint, \$11,476.41; Core & Main, Supp, \$286.50; Courtesy Plbg & Htg, Repair/Supp, \$149.25; Credit Collections Bureau, Delinq. Acct Collection, \$973.86; Culligan, Bottled Water, \$180.25; Culligan, Bottled Water, \$10.00; Cummins, Generator Maint, \$1,045.05; Dakota Service, Supp, \$455.97; Dale's Alignment, Vehicle Maint, \$104.85; Dave's Window Cleaning, Window Service, \$75.00; Davis Excavating, Snow Removal, \$180.00; DeBeer Small Engine Repair, Equip Maint, \$443.94; DENR, Annual Wastewater Fee, \$25,000.00; Den-Wil Convention Center, Conserve/Demand Incentive, \$8,584.00; DePauw, Sean, Travel, \$541.66; Dept of the Treasury, Federal Tax, \$6,065.92; DGR Engineering, Engineering Service, \$504.00; DHE, Maint Fee, \$1,196.63; Directory Resources, Software Maint, \$1,250.00; Ditch Witch of SD, Equip Maint, \$694.33; DPC Industries, Chemicals, \$1,625.64; Eco Water, Bottled Water, \$86.00; Einspahr Auto Plaza, Vehicle Maint, \$1,079.52; Ekern, Jeff, Travel, \$33.00; Ethanol Products, Chemicals, \$1,806.46; Eurofins Eaton Analytical, Analysis, \$1,800.00; Express Communications, Telco Settlement, \$8,215.23; Farmers Implement, Equipment Maint, \$281.09; Fastenal, Supp, \$4,122.78; Ferguson Waterworks, Water Meter, \$2,531.96; Fibercomm, Broadband Service, \$528.44; First Bank & Trust, Bond Pymt Series 2011, \$36,466.26; First Bank & Trust-Trust Dept, Admin Fees-Deferred Comp, \$4,070.00; Fix It Shop Locksmith, Service Call, \$104.00; Foerster Supply, Supp, \$1,142.30; Fox Sports Net North, Contract Fee, \$7,532.00; Freeman, Harvey, Travel, \$33.00; Frontier Precision, Supp, \$230.00; Gas 'N Mor, Gas/Gas Can, \$16.84; General Repair Service, Pump, \$4,157.94; Genuine Cable Group, Cable, \$1,212.00; George's Sanitation, Sanitation Service, \$60.00; Golden West, Tech Support, \$4,641.50; Goldfield Telecom, Maint Agreement, \$12,293.57; Goldfield Telecom, Supp, \$1,544.27; Grainger, Supp, \$114.73; Gray Television Group, Contract Fee, \$10,013.70; Graybar Electric, Cable Assemblies, \$7,118.10; Graybar Electric, Supp, \$3,740.99; Graybar Electric, Unreg Inventory, \$1,712.34; Graymont Capital, Chemicals, \$7,543.85; Hach Chemical, Supp, \$327.57; Hawkins Inc, Chemicals, \$1,712.50; H-D Electric, Utility Bill, \$363.96; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$3,060.00; Hibu Inc-West, Advertising, \$431.00; Hillyard, Repair/Supp, \$164.56; Homestead Do It Center, Supp, \$33.37; Incomm Agent Solutions, POS Fees, \$418.00; Independent Communication, Contract Fee, \$3,855.85; Industrial Machine & Eng, Repairs/Supp, \$204.00; Interstate Telecom, Circuit Lease, \$3,325.29; Interstate Telecom, Tele Exp, \$341.94; Iowa HSEMD, Enhanced 911, \$8,171.17; iQmetrix USA, Software Fees, \$2,260.00; Jackrabbit Tire, Equip Maint, \$55.18; JCL Solutions, Supp, \$156.09; Johansen, Jerad, Paint, \$121.00; Johme, Ashley, Travel, \$35.06; Karpen, Nick, Travel, \$167.04; Kerry's Landscaping, Labor/Supp, \$145.35; Kibble Equipment, Conserve/Demand Incentive, \$1,226.88; Kibble Equipment, Equip Maint, \$48.12; Knettel, Trever, Travel, \$506.28; Krier & Blain, HVAC Maint, \$3,038.99; L G Everist, Gravel, \$60.29; Laake, Aaron, Travel, \$1,398.34; LECA, Telco Settlement, \$586.00; Love, Roy, PCS Refund, \$112.20; Lowe's, Supp, \$920.48; Lyle Signs, Sign, \$211.85; Mack, Scott, Travel, \$2,105.50; Maguire Iron, 4th St Tower Replacement, \$143,260.10; Maher, Ned, CDL License, \$33.00; Malloy Bearing Supply, Repairs/Supp, \$56.95; Marsh & McLennan Agency, Property Insurance, \$106,794.00; Martin, Jim, Conserve/Demand Incentive, \$150.00; Martin's Inc, Diesel/Oil, \$2,081.75; Matheson Tri-Gas, Supp, \$343.11;

Mediacom, Broadband Service, \$89.95; Menards-Sx City, Supp, \$49.13; Menards-Sx Falls West, Supp, \$42.82; Meyer, Rodney, Snow Blower, \$529.00; Midamerican Energy, Utility Bill, \$1,256.44; Midcontinent, Contract Fee, \$459.50; Midwest Alarm, Monitoring Service, \$80.43; Midwest Fresh Catering, Meeting Supp, \$243.00; Missouri River Energy, Rate Study, \$9,500.00; Missouri River Energy, Supplemental Power, \$1,414,524.68; Missouri River Energy, WAPA Allocation, \$185,509.11; Mix Dry Cleaners, Cleaning/Repair, \$50.00; MMUA, Membership Dues, \$375.00; Mundahl, Danny, Conserve/Demand Incentive, \$150.00; MVTL Labs, Wastewater Analysis, \$138.00; Napa Auto Parts, Supp, \$258.67; Neopost USA, Postage Meter Rental, \$623.85; Neustar Info Service, Contract Fee, \$199.94; Nielsen's, Repair/Supp, \$692.38; North West Rec, Utility Bill, \$148.15; Northern Truck Equipment, Equip/Maint, \$497.30; Northwestern Energy, Gas Line Repair, \$975.17; Northwestern Energy, Natural Gas, \$1,531.01; Office Elements, Maint/Supp, \$83.07; Office Peeps, Office Furniture, \$3,804.69; Office Peeps, Supp, \$1,306.72; One Source-Background Check Co, Employee Verification, \$44.00; OneNeck IT Solutions, Support Renewal, \$452.20; Otter Tail, Utility Bill, \$117.00; Owen, John, Travel, \$16.50; Pests B Dead, Pest Control, \$190.00; Powell Broadcasting, Advertising, \$70.00; Power & Telephone Supply, SCADA Equip, \$12,662.65; Prairie Graphics, Supp/Uniforms, \$290.50; Pro Lube, Vehicle Maint, \$45.00; Ramada Inn-Airport, Meeting Room Rental, \$183.60; RC First Aid, Supp, \$68.50; Rental Depot, Equip Rental, \$89.93; Resco, Supp, \$1,538.00; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$114.00; Runnings, Supp, \$3,724.07; Safety Benefits, Registration, \$130.00; Schoon's Pump N' Pak, Gas, \$5,888.34; SD DENR, Certification Renewal, \$156.00; SD Dept of Health Lab, Testing W-WW Samples, \$380.00; SD Dept of Revenue, Prorate License Fee, \$182.11; SD Municipal Electric, Membership Dues, \$19,539.00; SD Treasurer, Sales/Excise Tax, \$204,387.16; SD Water & Wastewater Assn, Membership Dues, \$130.00; SDN Communications, Circuit Lease, \$78,783.64; SDN Communications, Maint Support, \$10,064.95; SDSU, Perform. Eval. W/WW, \$113,507.00; Servicemaster, Janitorial Service, \$280.00; Sioux Falls Utilities, Utility Bill, \$583.43; Sioux Valley Energy, Dispatching Service, \$660.00; Sioux Valley Energy, Utility Bill, \$1,204.36; Sorbe, Robin, Conserve/Demand Incentive, \$134.00; SD Newspaper Assoc, Employment Advertising, \$1,321.26; Southeastern Electric, Utility Bill, \$769.28; Springbrook, Credit Card Processing Fee, \$1,375.74; Springbrook Software, Software Support, \$3,984.00; Sprint, PCS Phone Service, \$2,098.56; Sprint, PCS Service Fee, \$83,954.85; Sprint, PCS Inventory, \$76,915.18; Sprint-Bkgs, PCS Accessories, \$459.99; Stanwick, Kylie, Travel, \$364.18; State of Iowa-Treasurer, Sales Tax, \$2,241.02; Stoltenburg, Audie, Travel, \$577.30; Stuart C. Irby, Supp, \$6,651.60; Sturdevant Auto, Supp, \$513.79; Sweeney Controls, Control System Upgrade, \$7,987.40; Swiftel Communications, Office Phone Bill, \$167,495.46; The Optical Shop, Safety Glasses, \$304.00; The Ugly Duckling, Supp, \$90.00; The UPS Store, Freight, \$169.94; Thomas Dean Delk, Tech Support, \$180.00; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tott's Conoco, Vehicle Maint, \$79.90; Tower Distribution, Contract Fee, \$327.28; Traffic Control, Pole Assembly, \$415.00; U.S. Bank National Assoc., 2012 SRF Loan Pymt, \$397,335.98; UPS, Freight, \$595.51; US Postal Service, Postage, \$9,000.00; Unity Point Health, Vaccinations, \$120.00; Universal Service Adm., USAC Contribution, \$81,015.03; University Estates, Water Charge Reim, \$3,445.00; US Postmaster-Bkgs, Annual Permit Fee, \$470.00; USA Bluebook, Supp, \$2,727.85; Valencia, Arturo, Travel, \$11.60; Van Bergen & Markson, Supp, \$2,147.07; Vantage Point, Engineering Consulting, \$625.00; Voice Comm, PCS Inventory, \$775.81; Volga Christian School, Employee Recognition Supp, \$275.00; Walsh, Debra, Travel, \$104.40; Water & Environmental Engineering Center, Analysis, \$221.00; Watertown Municipal Utilities, Utility Bill, \$975.66; Wellmark Blue Cross

Blue Shield of SD, Benefit Plan Fee, \$223.25; Wesco, AMI Software, \$9,075.00; Wesco, Meter Reading Equip, \$9,271.00; Wesco, Water Modules, \$55,429.92; Westergaard, Bruce, Conserve/Demand Incentive, \$6.00; Winter Contracting, 4th St Main Replacement, \$100,742.99; WW Tire, Equip Maint, \$41.12; Xcel Energy/NSP, Utility Bill, \$2,114.45; ZT Tech, Maint Support, \$20,000.00.

The following are Telephone/Utility Refunds:

Bluegill Inc, \$4.08; Booth, James, \$46.46; Cameron, Brian, \$181.48; Dieter, Carla, \$54.66; Epperson, Bridgeitt, \$13.31; French, Darrin, \$40.34; Gjerdrum, Sarah, \$259.24; Hansen, Stacie, \$38.27; Helwig, Lawrence, \$60.54; Hendrickson Properties, \$60.86; Herman, Kelli, \$28.35; Kirchhevel, Edwin, \$111.83; Knowles, Tevin, \$194.10; Larsen, Karl, \$58.58; Lindsey, Ruth, \$3.30; Lippert, James, \$16.59; Mock, Robert, \$39.94; Nelson, Christopher, \$19.10; Noor, Abdi Omar, \$134.94; Noor, Abdi Omar, \$107.08; Norby, Trevor, \$21.30; Owens, Lavonne, \$57.36; Petterson, Dawn, \$24.63; Pitts Property Mgmt, \$21.30; Scarbrough, Wilson, \$43.62; Selberg, Gregg, \$45.80; Smith, Rochelle, \$58.11; Steinke, Shirley, \$6.30; Swenson, Timothy, \$66.97; Van Laren, Kyle CW, \$107.36.

PERSONNEL INFORMATION

Department Salaries (December): Electric, \$211,215.83; Water, \$107,788.02; Wastewater, \$84,694.98; Telephone, \$515,240.27;

Retirement, \$56,562.00; Social Security, \$63,109.73; Insurance, \$116,599.12; Deferred Comp, \$15,765.33;

Salary Changes: C. Bauman, \$3,883.61; R. Schubauer, \$14.18*; D. Denison, \$26.89; J. Gorter, \$22.64; T. Koch, \$29.71; C. Koerlin, \$18.53; M. Beynon, \$30.90;

New Employees: A. Wakeman, \$12.65.

*Plus commission

REVIEW OF MISSION STATEMENT

Steve Meyer reviewed the current company Mission Statement and provided some history of the formation of the Mission Statement. The Board indicated they would like to schedule some time each year to review the mission statement in more detail.

REVIEW 2020 UTILITY BOARD MEETING TOPICS

The Board reviewed the list of proposed meeting topics for 2020. No action was taken.

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Carruthers to adjourn to an executive session for the purpose of consulting with legal counsel and review 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.

AMENDING WASTEWATER RULES AND REGULATIONS

Motion was made by Carruthers that the following Resolution No. 1 – 20 be approved.

RESOLUTION NO. 1 - 20

RESOLUTION AMENDING BROOKINGS MUNICIPAL UTILITIES RULES AND REGULATIONS GOVERNING THE WATER DEPARTMENT

WHEREAS the Rules and Regulations governing the Brookings Municipal Utilities has included language in the Water Rules and Regulations addressing water consumption registered on the master meter in mobile home courts; and

WHEREAS meter technology has improved so that the need to adjust the master meter readings to associate with individual meter readings is no longer needed; and

WHEREAS the Rules and Regulations Section 3-1 as stated below properly reflect the necessary change.

Section 3-1. Mobile Home Meters

A meter yoke and backflow preventer shall be installed inside the trailer, such meter installation shall be easily accessible, shall be installed in such a manner that the meter will not lay in any mud or water, and shall be installed with a valve in front of the meter so that the Utility can remove or install the meter as may be necessary, and such installation to be subject to inspection by the Utility, who has the sole right to either accept or reject such meter installation. The Utility shall install the meter and accessories.

The total consumption of each individual meter shall be totaled, and that total will be compared to water consumption as registered on the master meter for the court as a whole, and in the event that the master meter exceeds ~~a difference of 2 percent over~~ the total of the individual meters, court owner is to pay the difference at the then existing water rates.

The master meter will remain in the court owner's name or his agent, and will be read monthly. The minimum billing for the master meter will remain in effect.

Court owner shall purchase one meter for every lot in his court. The meter will be assigned to one lot only by lot number and will be tagged, and when such meter is not in use will be stored at the Utility warehouse, so that upon reinstallation, the same meter will be hooked up to the same lot so as to allow a computer program for billing purposes.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Water Utility – Section 3-1 Mobile Home Meters be amended as shown above on the Rules and Regulations Governing the Water Utility, and that this Resolution is to become effective January 13, 2020.

Adopted this 13th day of January, 2020.

ATTEST:

Doug Carruthers, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT – VEHICLES--TELEPHONE, WATER & WASTEWATER DEPTS.

Motion was made by Carruthers that the following Resolution No. 2 – 20 be approved.

RESOLUTION NO. 2 - 20

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT

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:

2012 Chevrolet ½ Ton Extended Cab 4x4 Pickup

VIN: 1GCRKSE73CZ295890

1998 Ford Windstar Van

VIN: 2FMZA5145WBD32117

1998 Chevrolet S-10 4WD Pickup

VIN: 1GCT14X6V8169910

2000 Chevrolet 1500 2WD Pickup

VIN: 1GCEC19T2YE330057

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 on replacement property in accordance with the provisions of SDCL 6-13.

Adopted this 13th day of January, 2020.

ATTEST:

Doug Carruthers, Secretary

Tim Harvey, President

The motion was seconded by Hansen. 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 January 13, 2020, and presented at this time for consideration and action.

VEHICLES –TELEPHONE DEPARTMENT

	Item #1
Company	2020 ½ Ton Extended Cab 4x4 Pickup with 6.5' Box
	TRADE IN 2012 Chevy ½ Ton Extended Cab Pickup
Einspahr Auto Plaza	\$33,210.00
Less trade-in	-\$ 4,500.00
Total Price	\$28,710.00
Brookings Auto Mall	\$35,344.80
Less trade-in	-\$ 5,000.00
Total Price	\$30,344.80

	Item #2
Company	2020 ½ Ton Extended Cab 4x4 Pickup with 6.5' Box
	TRADE IN 1998 Ford Windstar Van
Einspahr Auto Plaza	\$33,210.00
Less trade-in	-\$ 500.00
Total Price	\$32,710.00
Brookings Auto Mall	\$35,344.80
Less trade-in	-\$ 800.00
Total Price	\$34,544.80

FIBER ACCESS EQUIPMENT –TELEPHONE DEPARTMENT

Base Bid

Calix	\$61,357.05
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Motion was made by Bartels, seconded by Carruthers that the following low bids be approved: Einspahr Auto Plaza, 2020 ½ Ton Extended Cab 4x4 Pickup (with trade in), \$28,710.00; Einspahr Auto Plaza, 2020 ½ Ton Extended Cab 4x4 Pickup (with trade in), \$32,710.00; Calix, Fiber Access Equipment, \$61,357.05; 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.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Doug Carruthers, Secretary

Tim Harvey, President