

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, May 11, 2020, via Webex with the following members present: Bartels, Carruthers, Hansen and Harvey.

MINUTES

Minutes of the regular meeting held April 13, 2020 and the special meeting held April 27, 2020 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, \$13.95; Accela, Software Support, \$4,653.30; Advanced Media Tech, Set Top Boxes, \$7,450.00; AFL Global.com, Equipment Repair, \$638.46; A-I Computer Solutions, Supp, \$59.99; Allegra, Printed Supp, \$1,007.59; American Public Power, Publication, \$945.00; Appeara, Supp, \$257.79; Approved Networks, Transceivers, \$64.79; Aramark, Supp, \$844.31; Austreim Excavating, Main Repair, \$400.00; Authorize.Net, Credit Card Processing , \$158.50; Avera Medical Group, Drug Screening, \$78.00; Badger Communications, Supp, \$61.35; Badger Communications, Unreg Inventory, \$997.30; Ball, Michelle, Janitorial Service, \$200.00; Bangs, Dave, Conserve/Demand Incentive, \$425.00; Barhite, Brooke, Travel, \$35.38; Bauman, Cassidy, Travel, \$15.08; Blooston & Mordkofsky, Legal Service, \$6,538.37; Bluefin Pymt Systems, Credit Card Processing, \$10,068.57; Border States, Supp, \$15,458.43; Border States, Unreg Inv, \$85,466.74; Borns Group, Postage, \$10,844.28; Bridle Estates, Sewer Charge Reim, \$2,907.00; Brookings Auto Mall, Vehicle Maint, \$422.63; Brookings County Finance Office, License, \$30.00; Brookings Credit Bureau, Delinq. Acct Collection, \$217.00; Brookings Utilities, Office Utility Bill, \$62,326.13; Brookings Property Mgmt, Conserve/Demand Incentive, \$550.00; Brookings Radio, Advertising, \$5,505.00; Brookings Register, Advertising/Legals, \$28.00; Bruns, Brooke, Travel, \$26.68; BSG Clearing Solutions, Telco Settlement, \$140.34; Buhls, Rug/Supp, \$146.00; Building Sprinkler, Sprinkler System Inspection, \$638.22; Calix, Annual License Renewal, \$4,720.00; Calix, FTTP Access Equipment, \$87,705.07; Carquest, Equip Maint, \$262.85; Cenex Fleet Card, Gas, \$523.63; Century Business Products, Copier Maint, \$1,950.59; Century Link, Tele Exp, \$674.99; Century Link, Interconnections, \$5,862.83; Century Link, Telco Settlement, \$272.23; Chesterman Co, Bottled Water, \$51.60; City of Brookings, Contract Fee, \$7,497.92; City of Brookings, Landfill Fee, \$260.85; City of Vermillion, Utility Bill, \$483.46; Climate Systems, HVAC Testing/Balancing, \$17,188.64; Codington Clark Elec, Utility Bill, \$35.00; Collins, Mike, Travel, \$55.00; Consortia Consulting, Consulting Service, \$787.50; Core & Main, Supp, \$2,766.72; Core &

Main, Wedge Gate Valves, \$8,804.26; Counsel, Maint/Supp, \$14.56; Courtesy Plbg & Htg, Repair/Supp, \$147.65; Credit Collections Bureau, Delinq. Acct Collection, \$789.82; Culligan, Bottled Water, \$896.25; Culligan, Bottled Water, \$34.25; Cutler Law Firm, Legal Service, \$110.00; Dakota Service, Supp, \$39.86; Dave's Window Cleaning, Window Service, \$133.00; DeBeer Small Engine Repair, Equip Maint, \$49.76; Dell Rapids Custom Trailers, Trailer, \$4,050.00; DePauw, Sean, Travel, \$476.12; Dept of the Treasury, Federal Tax, \$6,092.45; DexYP, Advertising, \$410.74; DGR Engineering, Engineering Service, \$15,168.00; DHE, Maint Fee, \$1,139.22; Directory Resources, Software Maint, \$1,250.00; Ditch Witch of SD, Equip Maint, \$659.79; DPC Industries, Chemicals, \$935.60; DvL Fire & Safety, Fire Extinguisher Inspection, \$1,460.60; Earl May Seed & Nursery, Supp, \$44.97; Eco Water, Bottled Water, \$122.20; Eide Bailly, Audit Fee, \$9,800.00; Ekern Plumbing Heating & AC, Repair/Supp, \$720.42; Ekern, Jeff, Travel, \$44.00; Express Communications, Telco Settlement, \$11,525.90; Farm & Home Publishers, County Maps, \$56.00; Farmers Implement, Equip Maint, \$186.99; Fastenal, Supp, \$893.17; Fibercomm, Broadband Service, \$533.76; First Bank & Trust, Bond Pymt Series 2011, \$36,422.91; First Bank & Trust, Interest Pymt Series 2006, \$97,612.50; First Baptist Youth Group, Directory Delivery, \$849.75; Foerster Supply, Supp, \$980.60; Fox Sports Net North, Contract Fee, \$7,654.10; Franz Reprographics, Maint/Supp, \$25.00; Freeman, Harvey, Travel, \$49.50; Frontier Precision, Supp, \$140.00; G & H Distributing, Supp, \$167.59; Genuine Cable Group, Manhole Lid/Frame, \$1,311.83; Golden West Tech, Tech Support, \$4,107.50; Grainger, Supp, \$184.96; Gray Television Group, Contract Fee, \$5,567.00; Graybar Electric, Supp, \$1,843.57; Graybar Electric, Unreg Inv, \$1,800.00; Graymont Capital, Chemicals, \$2,845.80; Haakinson, Curt, Travel, \$155.51; Hach Chemical, Supp, \$381.78; Hawkins Inc, Chemicals, \$1,712.50; H-D Electric, Utility Bill, \$228.91; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$1,417.50; Hibu Inc-West, Advertising, \$328.10; Hillyard, Repair/Supp, \$559.37; Hohn, Trevor, Travel, \$224.90; Homestead Do It Center, Supp, \$342.64; Hometown Service, Vehicle Maint, \$34.00; Hybbert, Becky, Conserve/Demand Incentive, \$250.00; Hy-Vee, Supp, \$4.98; Iheartmedia, Advertising, \$1,680.00; In Store Design Display, Supp, \$41.77; Independent Communication, Contract Fee, \$3,926.20; Insight Direct USA, Supp, \$611.06; Interstate Telecom, Tele Exp, \$521.88; Interstate TRS Fund Admin, Teleco Relay Service, \$12,661.29; Isaac Allan, Advertising, \$50.00; ITL, LLC, Supp, \$207.83; Jackrabbit Tire, Equip Maint, \$720.54; Jbar Construction Specialties, Substation Control Building, \$13,136.77; Jimmy John's, Meeting Supp, \$68.62; Johme, Ashley, Travel, \$97.44; Jones Pest Control, Pest Control, \$50.00; Julius, Laura, Travel, \$524.75; KDLT TV, Contract Fee, \$4,512.20; Kendigiimarketing, Advertising, \$517.00; Knettel, Trever, Travel, \$690.72; KPHR, Advertising, \$800.00; Kruse, Dan, Travel, \$115.50; Kruse, Isaac, Travel, \$126.50; KXLG-FM, Advertising, \$2,500.00; Laake, Aaron, Travel, \$1,038.54; Larson Manufacturing, Conserve/Demand Incentive, \$2,746.44; LECA, Telco Settlement, \$1,904.00; Lewis Drug, Supp, \$35.57; Locators & Supplies, Locator, \$1,303.98; Lowe's, Supp, \$805.59; M & T Fire & Safety, Supp, \$653.00; Mack, Scott, Travel, \$1,241.96; Maguire Iron, 4th St Tower Replacement, \$115,548.70; Martinez, Eduardo, Travel, \$135.72; Martin's Inc, Diesel/Oil, \$1,946.26; Matheson Tri-Gas, Supp, \$426.39; Maximum Promotions, Flags/Repair, \$37.00; McGrath North Mullin & Kratz, Legal Service, \$93.00; Mediacom, Broadband Service, \$195.68; Menards, Supp, \$219.99; Merchant Transact, Credit Card Processing Fee, \$443.52; Metering & Technology Solutions, Water Meters & Registers, \$3,755.96; Meyer, Steve, Brackets, \$78.93; Meyer, Steve, Travel, \$139.20; Midamerican Energy, Utility Bill, \$1,005.21; Midcontinent, Broadband Service, \$1,699.92; Midcontinent, Contract Fee, \$443.00; Midwest Communications, Advertising, \$3,484.00; Milbank Winwater Works, Curb Stops, \$885.78; Milbank Winwater Works, Gate Valves, \$40,528.93; Milbank Winwater Works, Regulators, \$1,254.05; Millborn Seeds, Grass Seed/Fertilizer, \$225.00; Missouri River Energy,

Supplemental Power, \$1,043,627.74; Missouri River Energy, WAPA Allocation, \$188,383.67; Moss Adams LLP, Consulting Service, \$350.00; Mundo Latino Publications, Employment Advertising, \$1,075.00; MVTL Laboratories, Wastewater Analysis, \$1,201.50; MyCoolCell, PCS Inventory, \$546.10; Napa Auto Parts, Supp, \$271.57; National Processing, Credit Card Processing Fee, \$6,109.19; Nexstar Broadcasting-Kelo, Employment Advertising, \$309.00; North West Rec, Utility Bill, \$142.66; Northwestern Energy, Natural Gas, \$1,403.16; NTCA-Rural Broadband, Membership Dues, \$21,217.00; Office Elements, Maint/Supp, \$701.81; Office Peeps, Supp, \$1,864.55; One Source-Background Check, Employee Verification, \$210.00; Otter Tail, Utility Bill, \$115.38; PassExpress, Advertising, \$300.00; Peterson AC & Heating, Repairs/Supp, \$1,024.50; Powell Broadcasting, Advertising, \$3,000.00; Power & Telephone Supply, Supp, \$762.55; Power & Telephone Supply, Unreg Inv, \$1,247.93; Prairie Graphics, Supp/Uniforms, \$18.00; Pro Lube, Vehicle Maint, \$110.90; Qdoba Mexican Grill, Employee Recognition, \$66.00; Radwell International, Supp, \$295.94; RC First Aid, Supp, \$254.75; Reed, Jeff, Travel, \$203.50; Reed, Kurt, Travel, \$16.50; Resco, Transformers, \$65,497.80; Rients, Shane, Travel, \$187.00; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$817.00; Ron's Auto Repair, Vehicle Maint, \$51.70; Runnings, Supp, \$2,633.24; Schoon's Pump N' Pak, Gas, \$4,907.74; Schweitzer Engineering Labs, Supp, \$210.00; SD Dept of Health Lab, Testing W-WW Samples, \$382.00; SD Public Utilities, Gross Receipts Tax, \$12,791.33; SD Telecom, Registration, \$2,660.00; SD Treasurer, Sales/Excise Tax, \$209,751.19; SD Treasurer CIF, Communication Impaired Fee, \$3,929.00; SDN Communications, Circuit Lease, \$82,238.90; SDSU Collegian, Advertising, \$320.00; SDSU Dairy Plant, Meeting Supp, \$183.12; Servicemaster, Janitorial Service, \$280.00; Sigler Fire Equipment, Fire Extinguisher Maint, \$43.50; Sioux Falls Tower & Communications, PCS Tower Work, \$32,326.93; Sioux Falls Utilities, Utility Bill, \$552.33; Sioux Valley Energy, Dispatching Service, \$660.00; Sioux Valley Energy, Utility Bill, \$1,399.96; Sound Sensations, Light Bars, \$73.99; SD Newspaper Assoc, Employment Advertising, \$307.80; SD One Call, Locate Fee, \$114.45; Southeastern Electric, Utility Bill, \$830.46; Sprint, PCS Phone Service, \$2,229.79; Sprint, PCS Service Fee, \$115,578.03; Sprint, PCS Inventory, \$132,978.69; Sprint, PCS Accessories, \$39.13; Stanwick, Kylie, Travel, \$232.26; Staples, Supp, \$20.48; State of Iowa-Treasurer, Sales Tax, \$3,695.00; Stoltenburg, Audie, Travel, \$555.58; Sturdevant Auto, Supp, \$679.64; Stutelberg, Craig, Travel, \$126.44; Suarez Bakery, Meeting Supp, \$20.70; Swanson, Todd, Travel, \$195.26; Swiden Distributing, Supp, \$1,226.06; Swiftel Communications, Office Phone Bill, \$115,683.65; T & R Electric, Repair/Supp, \$300.00; Terex Services, Equip Maint, \$665.00; Terry-Durin Co, Manhole Supp, \$539.95; Tessier's, Repairs/Supp, \$1,202.02; UPS Store, Freight, \$755.28; Thompson, Ryan, Travel, \$82.50; Top Notch Cleaning Service, Janitorial Service, \$1,845.00; Tower Distribution, Contract Fee, \$333.96; Town & Country Shopper, Advertising, \$560.00; Townsquare Media, Advertising, \$3,352.50; Travel Leaders, Air Fare, \$1,551.20; Ulvestad, Jesse, Conserve/Demand Incentive, \$425.00; UPS, Freight, \$712.64; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$65,633.86; University Estates, Water Charge Reim, \$3,510.00; Voice Comm, PCS Inventory, \$2,487.85; Volkers, Jason, Travel, \$55.00; Walsh, Debra, Travel, \$90.48; Water Environment Federation, Membership Dues, \$155.00; Watertown Utilities, Utility Bill, \$1,038.85; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$223.25; Wesco, Wire, \$32,190.00; WIREX17, PCS Inventory, \$119.80; WW Tire, Equip Maint, \$21.00; Xcel Energy/NSP, Utility Bill, \$2,994.00.

The following are Telephone/Utility Refunds:

Anderson, Grant, \$96.53; Binhamdan, Dalal, \$111.83; Bunker Construction, \$29.40; Butler, Cody, \$77.23; Cadence Construction, \$51.86; Eggers, Pauline, \$22.34; Erschens, T, \$37.23; Geary,

Robert, \$51.87; Hansen, Rick, \$70.17; Holmlund, Robert, \$21.55; Horstman, Jay, \$36.80; Jael Studios, \$27.20; Khalaf, Moustaf, \$4.21; Kluess, Jerald, \$8.97; Merhib, David, \$233.59; Moe, Janet, \$11.55; Pena, Amber, \$18.79; SDSU Theatre Box Office, \$21.00; Suspitsyn, Dmitry, \$73.77; Timmons, Brad, \$157.90; Weidemann, Jon & Christi, \$65.98.

PERSONNEL INFORMATION

Department Salaries (April): Electric, \$216,326.58; Water, \$112,621.89; Wastewater, \$99,936.49; Telephone, \$498,075.01;

Retirement, \$54,073.56; Social Security, \$66,994.16; Insurance, \$119,080.46; Deferred Comp, \$15,861.04;

Salary Changes: A. Anderson, \$21.27; L. Avila, \$21.39; A. Bade, \$22.77; B. Bruns, \$21.27; E. Campbell, \$20.11; A. Casey, \$15.42; C. Christy, \$21.44; D. Cramer, \$15.42; M. Daniels, \$25.17; D. DeGroot, \$22.77; J. DeLeon, \$17.42; S. DePauw, \$4,604.34; J. Donado, \$23.26; A. Grayson, \$17.02; N. Karpen, \$5,500.97; T. Knettel, \$5,122.46; A. Laake, \$6,756.28; J. Lenards, \$23.91; R. Murphy, \$23.26; J. Nelson, \$23.26; B. Nielson, \$28.08; B. Norwick, \$22.77; K. Obeslo, \$25.17; R. Pesola, \$25.17; D. Peterson, \$14.23; T. Reihe, \$21.27; R. Schubauer, \$18.61; D. Schulte, \$25.17; A. Stoltenburg, \$5,941.13; C. Stutelberg, \$4,962.08; M. Tatum, \$20.78; L. Thompson, \$20.14; A. Valencia, \$17.02; L. Velazquez, \$19.15; M. Wells, \$4,604.34; E. Zitterich, \$15.42; J. Meusburger, \$7,451.04; D. Steege, \$37.45; E. Henningsen, \$30.90; R. Meyer, \$14.33;

New Employees: E. Heesch, \$13.30; T. Reu, \$13.30; C. Murphy, \$14.63; D. Eidsness, \$33.81.

EXECUTIVE SESSION

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

The Board reconvened in open session.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance and Accounting Manager, presented a quarterly financial review of first quarter 2020.

BIDS

AWARDING OF BIDS

The following bids were opened and read at 1:30 p.m. on May 5, 2020, and presented at this time for consideration and action.

TELEPHONE DIRECTORY PRINTING SERVICES – TELEPHONE DEPARTMENT

Midstates Print & Media Solutions	\$58,500.62
Liberty Press	\$55,824.00

Motion was made by Bartels, seconded by Carruthers that the following low bids be approved: Liberty Press for the Telephone Directory Printing Services for the base bid plus Option 5, 6, 7, 8 and 9 in the amount of \$55,824.00; 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 document. All members present voted in favor of the motion.

The following bids were opened and read at 1:30 p.m. on May 7, 2020, and presented at this time for consideration and action.

PADMOUNTED SWITCHGEAR – ELECTRIC DEPARTMENT

	<u>ITEM 1</u> Two-Way Switchgear QTY – 2	<u>ITEM 2</u> Four-Way Switchgear QTY – 1	<u>ITEM 3</u> Three-Way Switchgear QTY – 3	<u>ITEM 4</u> One-Way Switchgear QTY – 2	<u>ITEM 5</u> FIBERGLASS BOX PADS QTY – 8
Border States	\$43,990.00	\$19,580.00	\$69,750.00	\$55,900.00	\$8,800.00
IRBY	\$34,000.00	\$14,400.00	\$48,300.00	\$38,000.00	\$7,800.00
RESCO	\$38,697.20	\$16,169.60	\$54,122.40	\$43,026.20	\$9,172.00
WESCO	\$39,738.00	\$16,604.00	\$55,578.00	\$44,182.00	\$9,416.00

Motion was made by Bartels, seconded by Carruthers that the following low bids be approved: Irby for Item 1, Two-Way Switchgear, \$34,000.00; Item 2, Four-Way Switchgear, \$14,400.00; Item 3, Three-Way Switchgear, \$48,300.00; Item 4, One-Way Switchgear, \$38,000.00; Item 5, Fiberglass Box Pads, \$7,800.00; 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.

ELECTRIC/WATER/WASTEWATER STRATEGIC PRIORITIES

The Electric/Water/Wastewater Strategic Priorities were reviewed with the Utility Board. No action was taken.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Doug Carruthers, Secretary

Tim Harvey, President