

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, September 14, 2020, via WEBEX with the following members present: Bartels, Carruthers, Hansen, Harvey and Hawley.

MINUTES

Minutes of the regular meeting held August 10, 2020 and the special meetings held August 24, 2020 and September 9, 2020 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4nu-praxair Dist, Supplies, \$14.26; AgFirst, Supp/LP, \$3.75; AlphaMedia, Advertising, \$2,250.00; AMP Electric, Labor/Supp, \$95.35; Anderson, Chris, Travel, \$148.50; Anixter, Unreg Inventory, \$52.50; Appeara, Supp, \$335.04; Aramark, Supp, \$593.28; AT & T, Telco Settlement, \$897.37; Aureon Network Services, Wireless Transport, \$395.00; Aurora Auto Body, Towing, \$460.00; Authorize.Net, Credit Card Processing Fee, \$162.35; Automatic Building Controls, Building Maint, \$240.00; Avera Medical Group, CDL Drug Screening, \$626.00; AVI Midwest, Annual Support, \$3,120.00; B & B Manure, Sludge Removal, \$4,185.00; Bachar Lawncare & Landscaping, Lawn Repair, \$654.98; Badger Communications, Supp, \$969.57; Badger Communications, Unreg Inv, \$6,320.08; Ball, Michelle, Janitorial Service, \$250.00; Barrett's Flooring, Paint, \$167.99; Bekins Fire & Safety, Fire Extinguisher Maint, \$37.50; Bender, Kyle, Conserve/Demand Incentive, \$325.00; Blooston & Mordkofsky, Legal Service, \$960.00; Bluefin Payment Systems, Credit Card Processing Fee, \$12,581.43; Bobcat of Brookings, Supp/Equip Rental, \$11.68; Border States Elec, Supp, \$7,561.58; Border States Elec, Unreg Inv, \$47,518.59; Borns, Justin, Travel, \$16.50; Bowes Construction, Asphalt, \$970.20; Bowes Construction, Gravel, \$1,291.36; Bridle Estates, Sewer Charge Reim, \$3,991.50; Brookings Auto Mall, Vehicle Maint, \$975.62; Brookings County Finance, Commercial License Plates, \$4,779.34; Brookings County Finance, Vehicle Registration/License, \$21.20; Brookings Credit Bureau, Delinq. Acct Collection, \$1,669.27; Brookings Health System, Mask Fit Testing, \$121.00; Brookings Municipal Utilities, Office Utility Bill, \$57,227.92; Brookings Register, Advertising/Legals, \$525.33; BSG Clearing Solutions, Telco Settlement, \$59.98; Buhls Dry Cleaners & Linen Supply, Rug/Supp, \$339.40;

Bush, Roger, Conserve/Demand Incentive, \$250.00; Calix, FTTP Access Equip, \$4,100.51; Calix, Inventory, \$22,718.84; Carquest Auto, Equip Maint, \$88.89; Century Business Products, Copier Maint, \$29.28; Century Link, Telephone Exp, \$826.59; Century Link, Interconnections, \$4,722.99; Century Link, Telco Settlement, \$272.23; Chesterman, Bottled Water, \$14.00; Cisco Systems, Software, \$2,280.00; City of Beresford, Utility Bill, \$219.63; City of Brookings, Contract Fee, \$7,048.49; City of Sergeant Bluff, Utility Bill, \$264.51; City of Vermillion, Utility Bill, \$583.33; City of Volga, Utility Bill, \$218.11; Clay Union Electric, Utility Bill, \$285.07; Competitive Carriers, Membership Dues, \$5,305.00; ConvergeOne, Software License, \$3,590.44; Core & Main, Supp, \$5,314.37; Courtesy Plumbing, Repair/Supp, \$229.40; Credit Collections Bureau, Delinq. Acct Collection, \$894.08; Crescent Electric, Unreg Inv, \$282.84; CT Corp, Professional Service, \$329.00; Culligan of Brookings, Bottled Water, \$119.00; Culligan of Watertown, Bottled Water, \$35.25; Dave's Window Cleaning, Window Service, \$137.00; Dept of the Treasury, Federal Tax, \$6,066.18; DGR Engineering, Engineering Service, \$173.00; DHE, Maint Fee, \$1,196.63; Dickson Co, Hydrant Calibration, \$232.02; Digi-Key, Unreg Inv, \$211.70; Directory Resources, Software Maint, \$1,790.00; Ditch Witch, Equip Maint, \$446.80; Eco Water, Bottled Water, \$60.50; Ekern Home Equipment, Repair/Supp, \$504.25; Elite Electric, Electrical Work, \$76.53; Ethanol Products, Chemicals, \$1,224.98; Eurofins Eaton Analytical, Analysis, \$1,080.00; Express Communications, Telco Settlement, \$10,692.18; Farmers Implement, Equip Maint, \$4.66; Ferguson Waterworks, Water Meters, \$2,383.25; Fibercomm, Broadband Service, \$529.25; First Bank & Trust, Bond Pymt Series 2011, \$36,466.25; Flash Technology, Supp, \$1,342.42; Flexible Pipe Tool, Sewer Camera Repair, \$1,023.80; Foerster Supply, Supp, \$1,321.90; Fox Sports Net North, Contract Fee, \$7,524.65; Franz Reprographics, Printer, \$5,350.00; Franz Reprographics, Training, \$500.00; Freeman, Harvey, Travel, \$82.50; G & R Controls, Equip/Maint, \$175.21; George's Pizza, Employee Recognition, \$221.94; Golden West Tech, Tech Support, \$5,987.50; Goldfield Telecom, Supp, \$601.77; Goldfield Telecom, Unreg Inv, \$2,549.61; Grainger, Supp, \$1,041.20; Gray Television Group, Contract Fee, \$10,647.00; Graybar Electric, PON Power Meters, \$8,422.47; Graybar Electric, Supp, \$244.22; Graybar Electric, Unreg Inv, \$2,444.47; Hach Chemical, Supp, \$479.65; Hahn, Emily, Conserve/Demand Incentive, \$25.00; Hawkins Inc, Chemicals, \$2,317.50; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$1,890.00; Hibu-West, Advertising, \$344.00; Hillyard, Janitorial Supp, \$135.92; Hoffman-Townsend Post 74, American Flag, \$180.00; Homestead Do It Center, Supp, \$33.07; Hometown Service, Tires, \$588.00; Hometown Service, Vehicle Maint, \$57.47; Horne LLP, Legal Service, \$40,040.00; Huska, Robert, Conserve/Demand Incentive, \$25.00; Hy-Vee, Supp, \$51.46; Hy-Vee, Supp, \$120.87; Iconectiv, LNP Fee, \$1,332.39; Iheartmedia, Advertising, \$2,505.00; Illustratus, Supp, \$43.40; Incomm Agent Solutions, POS Fees, \$174.00; Independent Communications, Contract Fee, \$4,395.30; Intek, Janitorial Service, \$1,325.00; Interstate Telecom, Circuit Lease, \$2,380.00; Interstate Telecom, Tele Exp, \$416.44; iQmetrix USA, Software Fees, \$2,110.00; JCL Solutions, Supp, \$156.09; Julius, Laura, Disinfectant Wipes, \$48.90; Karpen, Nick, Disinfectant Wipes, \$31.90; Karpen, Nick, Travel, \$155.83; Knutson, Duane, Crop Damage, \$9,922.00; KPHR, Advertising, \$400.00; Kruger, Inc, Supp, \$582.08; KXLG-FM, Advertising, \$2,500.00; Lewis Drug, Supp, \$24.99; MaComb, John, Crop Damage, \$23,855.00; Maguire Iron, 4th St Tower Replacement, \$31,006.17; Martin's Inc, Diesel/Oil, \$818.60; Matheson Tri-Gas, Supp, \$191.28; McGrath North Mullin & Kratz, Legal Service, \$2,452.00; Mediacom, Broadband Service, \$89.95; Menards-SF West, Supp, \$56.14; Menards-Watertown, Supp, \$27.85; Mid South Telecom, Unreg Inv, \$2,491.04; Midamerican Energy, Utility Bill, \$3,105.18; Midcontinent, Broadband

Service, \$280.35; Midcontinent, Contract Fee, \$469.13; Midwest Communications, Advertising, \$2,070.00; Midwest Glass, Repair/Supp, \$540.50; Missouri River Energy, Supplemental Power, \$1,749,345.01; Missouri River Energy, WAPA Allocation, \$219,467.40; Moss Adams, Consulting Service, \$3,150.00; MVTL Labs, Wastewater Analysis, \$154.00; Myron Corp., Supp, \$217.59; Napa Auto Parts, Supp, \$6.90; Nebraska Public Power, Utility Bill, \$406.09; Newell, Sharon, Conserve/Demand Incentive, \$25.00; Nexstar Broadcasting, Contract Fee, \$6,819.12; Niklason Masonary, Concrete/Supp, \$2,200.00; North West Rec, Utility Bill, \$175.94; Northwestern Energy, Natural Gas, \$858.17; Office Elements, Maint/Supp, \$113.16; Office Peeps, Supp, \$1,960.50; OneNeck IT Solutions, Servers and Hard Drives, \$12,177.09; Opis Energy Group, Publication, \$414.00; Otter Tail, Utility Bill, \$206.03; Outlaw Graphics, Signs, \$85.00; Parriott, Dan & Nancy, Crop Damage, \$10,291.20; Patrick, Dan, Travel, \$16.50; Pests B Dead, Pest Control, \$155.00; Pete Lien & Sons, Chemicals, \$7,851.84; Peterson AC & Heating, Repairs/Supp, \$90.00; Plymouth County Treasurer, IA Real Estate Tax, \$1,972.00; Powell Broadcasting, Advertising, \$3,000.00; Pride Neon, Supp, \$234.00; Pro Lube, Vehicle Maint, \$72.19; Prussman Contracting, Asphalt, \$6,289.58; RC First Aid, Supp, \$404.00; Reed, Jeff, Travel, \$148.50; Resco, Supp, \$7,109.76; Rients, Shane, Travel, \$231.00; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$304.00; Ron's Auto Repair, Vehicle Maint, \$300.72; Runnings, Supp, \$3,142.56; Schoon's Pump N' Pak, Gas, \$4,190.92; SD Dept of Health Lab, Testing W-WW Samples, \$1,407.00; SD Dept of Labor & Regulation, Unemployment Insurance, \$377.00; SD State Treasurer, Communication Impaired Fee, \$3,922.25; SD Treasurer, Sales/Excise Tax, \$211,635.31; SDN Communications, Annual Fiber Maint, \$3,992.00; SDN Communications, Circuit Lease, \$77,944.34; Servicemaster, Janitorial Service, \$280.00; SHI International, Computer Equip/Software, \$184.41; Sioux Falls Utilities, Utility Bill, \$774.32; Sioux Valley Energy, Utility Bill, \$2,049.05; SD One Call, Locate Fee, \$351.75; South Sioux City, Utility Bill, \$416.07; Springbrook, Credit Card Processing Fee, \$2,076.71; Springbrook Holding, Software Support, \$4,330.00; Sprint PCS, PCS Phone Service, \$2,395.84; Stanwick, Kylie, Travel, \$69.00; Staples, Supp, \$29.99; State of Iowa-Treasurer, Sales Tax, \$3,925.00; Stein's Inc, Supp, \$127.65; Stuart C. Irby, Supp, \$264.89; Sturdevant Auto, Supp, \$197.13; Swiftel Communications, Office Phone Bill, \$131,781.05; Teledynamics, Unreg Inv, \$325.18; UPS Store, Freight, \$1,054.97; Titan Machinery, Equip Maint, \$26.80; Town & Country Shopper, Advertising, \$360.00; Townsquare Media, Advertising, \$4,012.00; Traffic Control, Signal Light Repair, \$1,400.00; Tupa, Sarah, Conserve/Demand Incentive, \$25.00; Turfguard Lawn Service, Weed Spraying, \$695.00; Union County Elec, Utility Bill, \$280.00; UPS, Freight, \$355.96; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$91,768.86; University Estates, Water Charge Reim, \$3,380.00; USA Bluebook, Supp, \$2,191.33; Valley Office Products, Supp, \$1,248.00; Vantage Point Solutions, Engineering Consulting, \$1,440.00; Vermeer High Plains, Equip Maint, \$338.67; Wakeman, Dan, Travel, \$129.15; Walker & Associates, Supp, \$2,730.78; Walsh, Debra, Travel, \$172.50; Watertown Municipal Util, Utility Bill, \$348.70; Watertown Public Opinion, Employment Advertising, \$241.56; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$204.25; Wells, Miranda, Travel, \$12.08; Wesco, LED Luminaries, \$26,140.00; WIREX17, PCS Inventory, \$495.26; Woodbury County Treasurer, IA Real Estate Tax, \$27,800.00; WW Tire, Jack, \$680.00; WW Tire, Equip Maint, \$40.32; Xcel Energy/NSP, Utility Bill, \$2,731.92.

The following are Telephone/Utility Refunds:

Bohlen, Marjorie, \$111.67; Brokmeier, Seth, \$43.45; Browning, Della, \$17.98; Buri, Patricia, \$22.85; Ceesay, Fanding, \$285.60; Chang, Ju-Yu, \$180.96; Christenson, Jon, \$48.58; Den-Wil Investments Inc, \$50.52; Desmet, Cheri, \$44.37; Dingmann, Trevyn, \$55.37; DKO Properties, \$23.53; Eickhoff, Rachel, \$77.64; Feierabend, Cody, \$60.64; Gamestop Corp, \$130.14; Garry, Drew, \$66.81; Gerberding, Bette, \$12.00; Herrick, Tammy, \$14.70; Hertel, Anna, \$55.37; Hub City, \$97.52; Johnson, Orlyn & Alice, \$39.21; Johnson, Roger, \$60.16; Knippling, Kanbi, \$41.56; Livingston, Michael, \$74.30; Longino, Josh, \$44.39; Lund, Rick, \$83.08; Maize Properties, \$101.09; Medary Village Investments, \$50.95; Mort, Jane, \$45.11; Nelson, Pakstin, \$4.93; Olson, Heather, \$148.75; Perry, Cydne, \$30.56; Pierce, B R, \$19.98; Pridie, Travis, \$24.02; Profile By Sanford, \$106.94; Roth, Cheyanne, \$68.39; Schmahl, Deloris, \$19.76; Schmidt, Rick, \$124.59; Schurr, Ashley, \$65.92; Schuster, Amber, \$46.62; Skoglund, Marisa, \$44.37; Snyder, Matthew, \$129.52; Soukup, Jordan, \$120.71; Stampe, Lola, \$58.76; Taylor, Richard, \$25.24; Tschetter, Darius, \$44.37; Vilella, Isabela, \$44.37; Vlaminck, Charles, \$128.30; Voss Rentals, \$191.92; Walker, John, \$41.48; Wigen, Nicholas, \$43.66; Wilke, Kayla, \$14.50.

PERSONNEL INFORMATION

Department Salaries (August): Electric, \$228,640.97; Water, \$105,096.53; Wastewater, \$96,440.35; Telephone, \$488,798.84;

Retirement, \$53,154.65; Social Security, \$66,104.08; Insurance, \$115,514.37; Deferred Comp, \$15,436.08;

Salary Changes: L. Velazquez, \$19.82; T. Hohn, \$36.76; T. McClain, \$18.90;

New Employees: A. Homard, \$13.02.

INVITATION FOR CITIZEN INPUT

Dan McColley, Executive Director with Habitat for Humanity was present to discuss utility policy with BMU Board. No action was taken.

EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Hansen to adjourn to an executive session to consult 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.

2021 CAPITAL IMPROVEMENT PROGRAM

Motion was made by Carruthers that the following Resolution No. 13-20 be approved.

RESOLUTION NO. 13 – 20

RESOLUTION APPROVING 2021 CAPITAL IMPROVEMENT PROGRAM

WHEREAS a Capital Improvement Program has been reviewed by the Brookings Municipal Utilities Board which presents revenues, expenditures and capital outlays according to operating fund; and

WHEREAS after due consideration the Board finds that said program sets forth a sound financial plan for the operation for the utilities governed.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Capital Improvement Program dated September 14, 2020, now on file in the office of the Executive Vice President/General Manager is hereby approved.

Adopted this 14th day of September, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SET DATE FOR PUBLIC HEARING ON 2021 BUDGET AND RATES

Motion was made by Carruthers, seconded by Hansen that a public hearing be held on the 2021 budget and utility rates at the Board Meeting to be held on Tuesday, October 13, 2020, at 1:00 p.m. All members present voted in favor of the motion.

APPLICATION FOR EXTENSION OF SEWER MAIN AND CONNECTION INTO THE CITY SEWER SYSTEM – STATE VILLAGE ADDITION

Motion was made by Bartels, seconded by Hansen that the application for extension of sewer main and connection into the city sewer system in the State Village Addition along Jackrabbit Boulevard and 8th Street requested by South Dakota State University be approved. All members present voted in favor of the motion.

RESCHEDULE UTILITY BOARD MEETING FROM SEPTEMBER 28 TO SEPTEMBER 29

Motion was made by Carruthers, seconded by Hawley to reschedule the Utility Board Meeting from Monday, September 28th, to Tuesday September 29th via WEBEX, at 11:45 a.m. All members present voted in favor of the motion.

EXECUTIVE SESSION

Motion was made by Bartels, seconded by Carruthers to adjourn to executive session for the purpose of discussing personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

Motion was made by Carruthers, seconded by Hansen that the following salary changes be made. All members present voted in favor of the motion.

I. Cost of Living Adjustments:

Increase the base pay of positions on the following wage structures and the salary of the following positions by 3% effective October 1, 2020:

Management Wage Structure
Watertown Marketing Wage Structure (non-exempt employees)
Sioux Falls Marketing Wage Structure (non-exempt employees)
Sioux City Marketing Wage Structure (non-exempt employees)
Brookings Retail Marketing Wage Structure (non-exempt employees)
Electric Department Manager
Water/Wastewater and Engineering Manager
Network & Technical Operations Manager
Finance & Accounting Manager
Swiftel General Manager
Communications & Business Development Manager
Executive Vice President/General Manager

Increase the base pay of positions on the following wage structures by 3% effective January 1, 2021:

Brookings Retail Marketing Wage Structure (exempt employees)
Watertown Marketing Wage Structure (exempt employees)
Sioux Falls Marketing Wage Structure (exempt employees)
Sioux City Marketing Wage Structure (exempt employees)

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President