

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Tuesday, October 13, 2020, via WEBEX with the following members present: Bartels, Carruthers, Hansen, Harvey and Hawley.

MINUTES

Minutes of the regular meeting held September 14, 2020 and the special meetings held September 19, 2020, September 26, 2020 and September 29, 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, \$1,289.34; AlphaMedia, Advertising, \$2,250.00; Altec Air, Supp, \$65.15; American Time, Unreg Inventory, \$3,110.60; Anderson, Chris, Travel, \$33.00; Anixter, Supp, \$775.84; Anixter, Unreg Inventory, \$46.56; Appera, Supp, \$277.58; Approved Networks, Transceivers, \$144.77; Aramark, Supp, \$395.52; American Registry for Internet Numbers, Registration, \$2,000.00; AT & T, Telco Settlement, \$794.18; Aureon Network Services, Wireless Transport, \$315.00; Authorize.Net, Credit Card Processing Fee, \$167.70; Badger Communications, Unreg Inventory, \$96.60; Ball, Michelle, Janitorial Service, \$200.00; Barrett's Flooring, Flooring/Installation, \$11,303.61; Bluefin Payment Systems, Credit Card Processing Fee, \$8,065.02; Bobcat of Brookings, Supp/Equip Rental, \$485.00; Border States Elec, Supp, \$2,412.92; Border States Elec, Unreg Inventory, \$798.02; Bowes Construction, Asphalt, \$1,615.80; Bowes Construction, Engineered Fill, \$707.20; Bridle Estates, Sewer Charge Reim, \$3,991.50; Brookings Credit Bureau, Delinq. Acct Collection, \$74.66; Brookings Utilities, Office Utility Bill, \$62,287.98; Brookings Radio, Advertising, \$1,500.00; Brookings Register, Advertising/Legals, \$311.80; BSG Clearing Solutions, Telco Settlement, \$57.44; Buhls Dry Cleaners & Linen, Rug/Supp, \$169.70; CDW Government, Unreg Inventory, \$1,246.00; Cenex Fleet Card, Gas, \$159.23; Century Business Products, Copier Maint, \$49.57; Century Link, Tele Exp, \$69.80; Century Link, Interconnections, \$4,653.40; Century Link, Telco Settlement, \$272.22; Chemco Systems, Supp, \$234.30; Chesterman, Bottled Water, \$32.00; City of Beresford, Utility Bill, \$227.04; City of Brookings, Contract Fee, \$7,033.50; City of Brookings, Landfill Fee, \$20.24; City of Sergeant Bluff, Utility Bill, \$269.13; City of Sioux City, Storm Drainage Fee, \$193.61; City of Vermillion, Utility Bill, \$548.55; City of Volga, Utility Bill, \$194.24; Click Rain, Website Development, \$29,610.00; Clites Electric, Labor/Supp, \$1,212.82; Cook's Waste Paper & Recycling, Sanitation Service, \$347.86; Core & Main, Fire Hydrants, \$12,209.40; Core & Main, Supp, \$496.85; Courtesy Plumbing, Repair/Supp, \$483.33; Credit Collections Bureau, Delinq. Acct Collection, \$1,246.60; Crescent Electric, Unreg Inventory,

\$3,424.64; Critigen, Engineering Consulting, \$2,115.00; Culligan of Brookings, Bottled Water, \$133.50; Culligan of Watertown, Bottled Water, \$18.75; Dakota Service, Door Repair, \$91.38; Dave's Window Cleaning, Window Service, \$62.00; DePauw, Sean, Travel, \$119.60; Dept of the Treasury, Federal Tax, \$6,155.25; DHE, Maint Fee, \$1,196.63; Directory Resources, Software Maint, \$1,250.00; Ekern Home Equipment, Repair/Supp, \$918.40; Ethanol Products, Chemicals, \$2,038.28; Express Communications, Telco Settlement, \$12,109.47; Farmers Implement, Equip Maint, \$610.32; Fastenal, Supp, \$1,798.32; Fibercomm, Broadband Service, \$528.78; First Bank & Trust, Bond Pymt Series 2011, \$36,466.24; Foerster Supply, Supp, \$259.05; Fox Scientific, Supp, \$542.11; Fox Sports Net North, Contract Fee, \$7,433.00; Freeman, Harvey, Travel, \$55.00; Golden West Tech, Tech Support, \$4,608.00; Goldfield Telecom, Supp, \$1,275.84; Goldfield Telecom, Unreg Inventory, \$6,980.54; Gray Television Group, Contract Fee, \$10,525.14; Graybar Electric, Supp, \$256.47; Hach Chemical, Portable Parallel Analyzer, \$3,423.59; Hach Chemical, Supp, \$2,488.15; Hawkins Inc, Chemicals, \$2,867.28; H-D Electric, Utility Bill, \$355.41; Helle, Brooke, Travel, \$5.18; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$1,980.00; Hillyard, Janitorial Supp, \$795.63; Homestead Do It Center, Supp, \$284.82; Hometown Service, Vehicle Maint, \$34.00; Hovey, Charity, Conserve/Demand Incentive, \$250.00; Hy-Vee, Supp, \$49.92; Hy-Vee, Supp, \$44.71; Iheartmedia, Advertising, \$2,520.00; Incomm Agent Solutions, POS Fees, \$158.00; Independent Communications, Contract Fee, \$4,344.99; Interstate Telecom, Circuit Lease, \$2,380.00; Interstate Telecom, Telephone Exp, \$366.97; Iowa HSEMD, Enhanced 911, \$8,165.55; iQmetrix USA, Software Fees, \$2,080.00; Jackrabbit Tire, Equip Maint, \$637.84; Jones Pest Control, Pest Control, \$55.00; Kabris, Curt, Hand Sanitizer, \$59.64; Karpen, Nick, Travel, \$154.10; Knettel, Trever, Travel, \$124.78; KPHR, Advertising, \$800.00; Krier & Blain, HVAC Maint, \$10,079.49; L G Everist, Quartzite, \$1,237.77; Larson Data Comm, Tower Control Equip, \$4,419.34; Lone Star Telequip, Supp, \$776.40; Lowe's, Supp, \$635.38; Maguire Iron, 4th St Tower Replacement, \$105,796.40; Malloy Bearing Supply, Repairs/Supp, \$1,070.44; Martin's Inc, Diesel/Oil, \$567.78; McKeown, Suzi, Toll Charge Reim, \$63.42; Mediacom, Broadband Service, \$89.95; Menards-Sx Falls East, Supp, \$19.98; Menards-Sx Falls West, Supp, \$20.19; Micro Computer Systems, Unreg Inv, \$893.82; Midamerican Energy, Utility Bill, \$1,171.29; Midcontinent, Broadband Service, \$882.19; Midcontinent, Contract Fee, \$467.44; Midwest Alarm, Battery, \$55.54; Midwest Communications, Advertising, \$2,152.00; Midwest Fresh Catering, Meeting Supp, \$3,162.75; Midwest Glass, Repair/Supp, \$46.12; Missouri River Energy, Registration, \$500.00; Missouri River Energy, Supplemental Power, \$1,030,643.22; Missouri River Energy, WAPA Allocation, \$204,950.02; MVTL Labs, Wastewater Analysis, \$140.00; Napa Auto Parts, Supp, \$356.70; Neustar Info Service, Contract Fee, \$199.93; New Tec, Equip Maint, \$102.00; Nexstar Broadcasting, Contract Fee, \$6,740.64; Niklason Masonary, Concrete/Supp, \$7,801.40; North West Rec, Utility Bill, \$177.60; Northwestern Energy, Natural Gas, \$13.00; Novak Sanitary Service, Shredding, \$102.82; Nutter, Joanie, Toll Charge Reim, \$26.91; Office Peeps, Supp, \$493.20; Otter Tail, Utility Bill, \$167.88; Party Depot, Supp, \$15.51; Pests B Dead, Pest Control, \$90.00; Pete Lien & Sons, Chemicals, \$15,990.78; Peterson AC & Heating, Repairs/Supp, \$385.00; Powell Broadcasting, Advertising, \$3,000.00; Prussman Contracting, Main Repairs, \$7,416.68; Quadient, Postage Meter Maint, \$329.17; Quadient, Postage Meter Rental, \$623.84; RC First Aid, Supp, \$35.00; Reed, Jeff, Travel, \$181.50; Resco, Supp, \$978.46; Rients, Shane, Travel, \$198.00; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$190.00; Runnings, Supp, \$2,294.44; Schoon's Pump N' Pak, Gas, \$4,744.05; SD Dept of Health Lab, Testing W-WW Samples, \$481.00; SD Dept of Revenue, Apportioned License Fee, \$290.69; SD Treasurer, Sales/Excise Tax, \$206,965.86; SDN Communications, Circuit Lease, \$78,425.01; SDN Communications, Hardware Maint, \$1,212.00; Servicemaster, Janitorial Service, \$280.00; Sioux Falls Utilities, Utility Bill, \$716.36; Sioux Valley Energy, Lost Revenue, \$16,898.02; Sioux Valley Energy, Utility Bill, \$1,669.81; Sixth St Optical, Safety Glasses, \$345.00; Southeastern Elec, Utility

Bill, \$789.95; Springbrook, Credit Card Processing Fee, \$1,918.28; Sprint, PCS Phone Service, \$2,286.84; Staples, Supp, \$97.83; State of Iowa-Treasurer, Sales Tax, \$2,335.39; Stuart C. Irby, Supp, \$1,584.00; Sturdevant Auto, Supp, \$225.19; Swiftel Communications, Office Phone Bill, \$125,971.65; T & R Electric, Repair/Supp, \$3,500.00; UPS Store, Freight, \$1,381.50; Tires Tires Tires, Vehicle Maint, \$15.00; Town & Country Shopper, Advertising, \$144.00; Townsquare Media, Advertising, \$3,917.60; U.S. Bank National Assoc, 2012 SRF Loan Pymt, \$397,335.98; Unified Carrier Registration Plan, UCR Registration, \$59.00; UPS, Freight, \$420.28; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$91,768.87; University Estates, Water Charge Reim, \$3,380.00; US Postmaster-Bkgs, Annual Permit Fee, \$800.00; Vantage Point Solutions, Engineering Consulting, \$870.00; Vermillion Area Chamber of Commerce, Membership Dues, \$62.50; Voice Comm, PCS Inventory, \$297.15; Walker & Associates, Supp, \$793.34; Watertown Utilities, Utility Bill, \$1,187.56; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$204.25; WesTech, Supp, \$904.98; Western Area Power Admin, Substation Maint, \$4,000.00; Winter Contracting, SW Interceptor Sewer Replacement, \$661,120.01; WIREX17, PCS Inventory, \$287.58; WW Tire, Equip Maint, \$69.72; Xcel Energy, Utility Bill, \$2,625.65.

The following are Telephone/Utility Refunds:

Allerdings, Noelle, \$67.88; Anderson, Dean, \$21.40; Anderson, Ruby, \$136.51; Arrowhead Apartments, \$50.93; Bahr, Christopher, \$47.23; Begalka, Kelly, \$115.36; Berry, Bridgette, \$54.93; Boglic, Andrea, \$22.92; Born, Jonathan, \$23.25; Born, Staci, \$37.41; Boulware, Erik, \$136.27; Buchholz, Julie, \$39.63; Burcham, Joshua, \$20.50; C & R Development/Onaka, \$50.12; Cassel, Eleanore, \$64.11; Christensen, Myrna, \$11.57; Clairview Apts, \$43.51; East, Terry, \$112.31; Electric Supply, \$823.54; Geddings, Blake, \$2.64; Gerometta, Christina, \$34.38; Goedtke, Rick, \$127.71; Grimlie, Shar, \$33.46; Hansen, Darian, \$67.23; Heath, Sara, \$39.53; Hof, Michelle, \$55.37; Innovation Enterprise, \$33.46; Innovation Enterprise, \$38.69; Innovation Enterprise, \$49.51; Innovation Enterprise, \$35.87; Iverson, Alexander, \$56.11; Kerr, James, \$45.11; Kessler, Kelsey, \$33.81; Khan, Shahrukh, \$88.39; Kwasniewski, Abby, \$153.25; McClemans, Mike, \$52.62; McCown Gordon Construction, \$15.01; McNary, Brenda, \$126.93; Mehlum, Kaylee, \$13.11; Morse, Brittney, \$31.68; Morton, Carol, \$57.04; Nielsen, Billie, \$22.70; Oines, Jenneke, \$29.79; Perez, Josefina, \$56.59; Pitts Property Mgmt, \$77.46; Rathnakumar, Kaavya, \$57.04; Savage, Robin, \$108.42; Schroeder, Brian, \$195.79; Sickler, Matt, \$44.37; Sprenger, Carol, \$63.30; Sprik, Carly, \$2.64; Stewart, David, \$78.81; Torino, Lindsey, \$95.96; Trygstad, Arlen & Inga, \$43.80; Vanguilder, Gary, \$36.02; Vizina, Ian, \$55.66; Wagner, Melissa, \$58.93; Williams, Alyssa, \$71.06; Wilmont Estates Apts, \$36.40; Zangaro, Casey, \$136.27.

PERSONNEL INFORMATION

Department Salaries (September): Electric, \$227,334.52; Water, \$115,489.42; Wastewater, \$96,198.38; Telephone, \$501,049.07;

Retirement, \$55,454.39; Social Security, \$66,983.63; Insurance, \$115,005.73; Deferred Comp, \$15,705.80;

Salary Changes: J. Larson, \$38.70; L. Thompson, \$21.39; A. Valencia, \$18.08; T. Mumby, \$22.18; T. Rymerson, \$22.18.

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Hawley 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.

PUBLIC HEARING ON 2021 BUDGET AND PROPOSED RATE INCREASES

A public hearing was held on the 2021 Budget and proposed rate increases for water and wastewater. No one appeared and no written complaints were received. The public hearing closed.

REVIEW 2021 BUDGET

Steve Meyer and Laura Julius presented the proposed 2021 Budget for the Board's consideration. No action was taken.

FIRST READING OF WATER RATE REVIEW

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

FIRST READING OF WASTEWATER RATE REVIEW

The proposed rate increase for wastewater service was reviewed. Motion was made by Carruthers, seconded by Hawley to approve the first reading of the proposed rate increase in residential and commercial wastewater rates. All members present voted in favor of the motion.

DISCUSSION OF PROPOSED BMU LOGO

Mike Turnwall presented some options for a proposed new logo for Brookings Utilities.

WELLHEAD PROTECTION DISCUSSION

Eric Witt presented his annual review of the efforts and plans to continue protecting our wellhead area.

EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Bartels 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