

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, November 9, 2020, via WEBEX with the following members present: Bartels, Carruthers, Hansen, Harvey and Hawley.

MINUTES

Minutes of the regular meeting held October 13, 2020 and the special meeting held October 26, 2020 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4nu-praxair Dist, Supplies, \$14.49; ABM Manufacturing, Supp, \$400.00; Advanced Media Tech, Unreg Inventory, \$1,845.00; A-I Computer Solutions, Supp, \$104.97; AlphaMedia, Advertising, \$2,250.00; Anixter, Unreg Inventory, \$75.30; Appeara, Supp, \$188.05; Aramark, Supp, \$395.52; AT & T, Telco Settlement, \$677.55; Atlas Copco Compressors, Service Air Compressors, \$2,578.24; Austreim Landscaping, Sump Pump Pilot Program, \$1,851.81; Authorize.Net, Credit Card Processing Fee, \$175.65; Badger Communications, Unreg Inv, \$6,712.36; Ball, Michelle, Janitorial Service, \$200.00; Bendix, Copier Maint, \$129.98; Blairhill Properties, Crop Damage, \$2,177.00; Bluefin Payment Systems, Credit Card Processing Fee, \$20,549.02; Bobcat of Brookings, Supp/Equip Rental, \$176.78; Border States Elec, FTTP Equipment, \$1,313.28; Border States Elec, Supp, \$2,545.51; Border States Elec, Unreg Inv, \$662.08; Bowes Construction, Asphalt, \$297.60; Bridle Estates, Sewer Charge Reim, \$3,991.50; Brookings Auto Mall, Vehicle Maint, \$483.13; Brookings County Finance, License, \$53.60; Brookings Credit Bureau, Delinq. Acct Collection, \$75.11; Brookings Engineer, Drainage Fee, \$4,037.16; Brookings Municipal Utilities, Office Utility Bill, \$52,778.28; BSG Clearing Solutions, Telco Settlement, \$58.60; Calix, Supp, \$727.34; Carquest Auto, Equip Maint, \$362.41; CCP Industries, Supp, \$121.95; CDW Government, Computers/Monitors, \$576.96; CDW Government, Unreg Inventory, \$599.09; Centrol Print Solutions, Printed Supp, \$412.26; Century Business Products, Copier Maint, \$1,179.78; Century Link, Tele Exp, \$221.90; Century Link, Interconnections, \$4,651.79; Century Link, Telco Settlement, \$272.22; Chesterman, Bottled Water, \$7.00; CHR Solutions, Software Maint, \$1,388.90; City of Brookings, Asphalt Patching, \$1,322.81; City of Brookings, Contract Fee, \$7,003.14; City of Sioux Falls, Water Samples, \$203.00; City of Vermillion, Utility Bill, \$537.89; Civil Design, Engineering Consulting, \$387.50; Clay Union Electric, Utility Bill, \$267.92; Convergent Tech, Repairs, \$280.61; Core & Main, Supp, \$6,293.30; Counsel, Maint/Supp, \$12.08;

Courtesy Plumbing, Repair/Supp, \$1,133.91; Credit Collections Bureau, Delinq. Acct Collection, \$1,229.57; Culligan of Brookings, Bottled Water, \$53.50; Culligan of Watertown, Bottled Water, \$26.50; Dakota Riggers & Tool, Supp, \$166.12; Dakota Supply, Batteries, \$1,560.00; Dave's Window Cleaning, Window Service, \$137.00; Dept of the Treasury, Federal Tax, \$6,197.82; DeZURIK, Supp, \$528.00; DHE, Maint Fee, \$1,196.63; Dri-Dek, Supp, \$807.97; Ekern Home Equipment, Repair/Supp, \$85.98; Elliott Equipment, Equip Maint, \$314.82; Environmental Toxicity Control, Water Analysis, \$825.00; Ethanol Products, Chemicals, \$519.00; Express Communications, Telco Settlement, \$11,541.73; Fastenal, Supp, \$2,607.27; Fibercomm, Broadband Service, \$529.21; First Bank & Trust, Bond Pymt Series 2011, \$36,716.24; First Bank & Trust, Interest Pymt Series 2006, \$542,481.25; Foerster Supply, Supp, \$511.00; Fox Sports Net North, Contract Fee, \$7,397.10; Freeman, Harvey, Travel, \$49.50; Gacke Enterprise, Lime Sludge Removal, \$36,657.50; Golden West Tech, Tech Support, \$3,900.00; Goldfield Telecom, Supp, \$1,343.45; Grainger, Supp, \$97.16; Gray Television Group, Contract Fee, \$10,461.75; Graybar Electric, Supp, \$1,369.65; Graybar Electric, Unreg Inventory, \$184.75; Hach Chemical, Supp, \$2,680.22; Hawkins Inc, Chemicals, \$2,272.50; Hibu-West, Advertising, \$349.17; Hillyard, Janitorial Supp, \$394.96; Homestead Do It Center, Supp, \$88.12; Hometown Service, Vehicle Maint, \$135.71; I-29 Truck Stop, Equip Maint, \$1,350.54; Iheartmedia, Advertising, \$2,550.00; Incomm Agent Solutions, POS Fees, \$175.00; Independent Communications, Contract Fee, \$4,318.83; Insight Direct USA, Cisco Annual Support, \$8,432.55; Insight Direct USA, ISP Routers, \$9,213.73; Insight Direct USA, ISP Support Agreement, \$7,617.41; Interstate Telecom, Circuit Lease, \$2,380.00; Interstate Telecom, Tele Exp, \$413.54; Iowa Colocation Center, Electrical Work, \$100.00; iQmetrix USA, Software Fees, \$2,183.25; ITL, LLC, Supp, \$1,243.52; JCL Solutions, Supp, \$62.10; John Deere Financial, Equip Maint, \$24.48; Jones Pest Control, Pest Control, \$55.00; Kindt, Scott, Travel, \$33.00; Knutson, Duane, Crop Damage, \$4,840.00; KPHR, Advertising, \$800.00; KXLG-FM, Advertising, \$2,500.00; Lewis Drug, Supp, \$44.42; Localogy, Directory Rates/Data, \$232.56; Maguire Iron, 4th St Tower Replacement, \$15,323.00; Malloy Bearing, Repairs/Supp, \$4,152.25; Martin's, Diesel/Oil, \$1,162.98; Matheson Tri-Gas, Supp, \$191.28; Mediacom, Broadband Service, \$89.95; Menards-Sx Falls West, Supp, \$92.32; Metering & Tech Solutions, Mag Meters, \$11,250.00; Mid South Telecom, Repairs/Supp, \$160.00; Mid South Telecom, Unreg Inventory, \$3,860.95; Midamerican Energy, Utility Bill, \$2,310.61; Midcontinent, Broadband Service, \$280.94; Midcontinent, Contract Fee, \$465.75; Midwest Communications, Advertising, \$2,096.00; MVTL Laboratories, Wastewater Analysis, \$350.00; Napa Auto Parts, Supp, \$388.81; Nardini Fire Equipment, Fire Extinguisher/Maint, \$697.50; National Processing, Credit Card Processing Fee, \$6,608.45; Nebraska Public Power, Utility Bill, \$348.48; Nexstar Broadcasting, Contract Fee, \$6,702.59; North West Rec, Utility Bill, \$173.98; Northwestern Energy, Natural Gas, \$763.96; Office Peeps, Supp, \$211.11; OneNeck IT Solutions, Software License, \$11,311.05; Open System International, SCADA Upgrade, \$63,778.00; Otter Tail, Utility Bill, \$150.12; Outlaw Graphics, Signs, \$22.50; Pearl Creek Investment, Real Estate Taxes, \$5,486.26; Pests B Dead, Pest Control, \$195.00; Pete Lien & Sons, Chemicals, \$11,356.55; Powell Broadcasting, Advertising, \$3,000.00; Power & Telephone Supply, Splitter Modules, \$2,339.70; Prairie Graphics, Supp/Uniforms, \$544.00; Prunty Construction, 8th St Water Main Replacement, \$57,556.50; Prussman Contracting, Main Repairs, \$1,213.80; RC First Aid, Supp, \$92.50; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$760.00; Runnings, Supp, \$2,559.07; Schoon's Pump N' Pak, Gas, \$2,274.87; SD Dept of Health Lab, Testing W-WW Samples, \$2,465.00; SD State Treasurer, Communication Impaired Fee, \$3,832.85; SD Treasurer, Sales/Excise Tax, \$165,538.73; Servicemaster, Janitorial Service, \$280.00; Sioux Falls Utilities, Utility Bill, \$704.54; Sioux Valley Energy, Utility Bill, \$1,718.48; Sioux Valley Environmental, Chemicals, \$20,884.80;

Sixth St Optical, Safety Glasses, \$350.00; SD Newspaper Assoc, Employment Advertising, \$128.04; S Sioux City, Utility Bill, \$775.72; Springbrook, Credit Card Processing Fee, \$2,016.08; Springbrook Holding, Annual Maint, \$44,806.00; Sprint, PCS Phone Service, \$2,953.85; Sprint, PCS Inventory, \$143,530.11; Stan Houston Equipment, Supp, \$465.70; Staples, Supp, \$224.76; State of Iowa-Treasurer, Sales Tax, \$3,665.00; Stuart C. Irby, Supp, \$840.00; Sturdevant Auto, Supp, \$671.50; Sweeney Controls, Repair/Labor, \$2,328.00; Swiden Distributing, Unreg Inv, \$91.17; Swiftel Communications, Office Phone Bill, \$12,6475.16; SwipeClock, Subscription, \$480.00; Teledynamics, Unreg Inv, \$84.50; UPS Store, Freight, \$880.49; TNT Construction, Water Meter Reim, \$82.00; Town & Country Shopper, Advertising, \$320.00; Townsquare Media, Advertising, \$3,862.20; Treatment Resources, Monochloramine Feed System, \$23,178.64; Union County Elec, Utility Bill, \$259.00; United Parcel Service, Freight, \$279.84; Universal Service Adm., USAC Contribution, \$95,000.95; University Estates, Water Charge Reim, \$3,380.00; USA Bluebook, Supp, \$103.70; Vikor Teleconstruction, PCS Tower Work, \$1,689.34; Voice Comm, PCS Inventory, \$2,603.35; Walsh, Debra, Travel, \$70.15; Watertown Utilities, Utility Bill, \$1,023.83; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$204.25; Wells Fargo, Deposit Tickets, \$182.14; Wells, Miranda, Travel, \$18.40; Wesco, Supp, \$156.00; Winter Contracting, SW Interceptor Replacement, \$841,856.73; WW Tire, Equip Maint, \$157.31; Xcel Energy/NSP, Utility Bill, \$3,099.36; Young Door Service, Labor/Repair, \$1,162.85; Zep Sales & Service, Supp, \$177.37.

The following are Telephone/Utility Refunds:

Anderson, Carl, \$38.02; Bechmann, Olivia, \$199.38; Best Choice, \$576.66; Bierschbach, Patricia, \$8.46; Bootchee, Jimmie, \$129.71; Braun, Nathan, \$8.46; Broadacre Mbl Homes, \$108.88; Bylander, Amanda, \$204.01; Cadence Construction, \$61.28; Ciarfella, Amanda, \$144.59; Clairview Apts, \$24.05; Cruz, Jasmin, \$232.25; DSR/Express/2188, \$18.96; El-Magrous, Ahmed Aliali, \$27.47; Express Employment Professionals, \$51.72; GNC, \$79.71; Groenewold, Larissa, \$115.35; Haas, Joseph, \$79.74; Hansen, Robert, \$117.47; Hendrixson, Aubrey, \$136.27; Innovation Village Voyager, \$43.79; Johnson, Rebecca, \$351.35; Kaufman, Dave, \$70.90; Kenefick, Donald, \$125.24; Kenefick, Donald, \$377.53; Kephart, Kevin, \$78.88; Kephart, Kevin & Lucy, \$50.32; Kittling, Dodge, \$13.13; Koch, Tyler, \$211.12; Kostad, Dalton, \$178.11; Kushman, Christopher, \$579.36; Pahl, Alexander, \$11.74; Ramos, Ferdinand, \$65.48; Rickard, Judy, \$47.44; Sanken, Paul, \$282.09; Sargent, Destinie, \$31.35; Service Preparation Tech, \$585.58; Tao, Xie Young, \$16.78; Temperli, Juliette, \$58.82; Torino, Lindsey, \$136.27; Tramp, Jack, \$29.01; Urology Specialists, \$108.11; Visker, Chad, \$70.90; Vk Properties, \$119.52; Whitaker, Rachel, \$136.27; Wilson, Haley, \$25.79; Wixon, Moriah, \$29.01.

PERSONNEL INFORMATION

Department Salaries (October): Electric, \$238,081.39; Water, \$114,115.79; Wastewater, \$104,057.86; Telephone, \$492,123.11; Retirement, \$56,676.44; Social Security, \$67,332.92; Insurance, \$115,005.73; Deferred Comp, \$15,911.92;

Salary Changes: A. Anderson, \$21.91; L. Avila, \$23.34; A. Bade, \$23.45; C. Bauman, \$4,210.65; E. Campbell, \$21.40; C. Christenson, \$8,884.29; D. Cramer, \$16.57; M. Daniels, \$25.93; B. Helle, \$21.91; J. Johansen, \$8,884.29; K. Johnson, \$5,456.39; C. Kabris, \$13,590.43; J. Lenards, \$25.93;

S. Mack, \$6,314.74; V. Munson, \$4,210.65; R. Murphy, \$23.96; J. Nelson, \$23.96; B. Nielson, \$28.92; K. Obeslo, \$25.93; R. Pesola, \$25.93; T. Reihe, \$21.91; D. Schulte, \$25.93; R. Swoboda, \$7,674.57; L. Thompson, \$22.04; M. Thompson, \$14,998.43; A. Valencia, \$18.62; L. Velazquez, \$20.41; E. Zitterich, \$16.57; C. Bachman, \$8,461.24; E. Henningsen, \$33.59; K. Meyer, \$7,452.88; E. Witt, \$11,572.03; M. Bullington, \$8,884.29; K. Hanson, \$5,637.52; L. Julius, \$12,730.50; J. Meusburger, \$7,674.57; S. Meyer, \$18,972.25; C. Murphy, \$16.07; B. Peterson, \$5,729.50; R. Pickard, \$7,306.76; J. Siekmann, \$38.26; T. Telkamp, \$7,306.76; M. Turnwall, \$7,725.00; K. Winterfeld, \$5,729.50; R. Halgerson, \$11,039.37; D. Mahanke, \$8,884.29; R. Meyer, \$15.53; R. Thompson, \$8,884.29;

New Hires: B. Norwick, \$23.45.

EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Bartels 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.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of third quarter 2020.

APPROVAL OF 2021 BUDGET

Motion was made by Hansen that the following Resolution No. 14 -20 be approved.

RESOLUTION NO. 14 - 20

RESOLUTION APPROVING THE 2021 BUDGET

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Budget for the fiscal year 2021 be hereby adopted as presented this 9th day of November, 2020.

	2021 <u>Receipts</u>	2021 <u>Disbursements</u>
Electric Fund	\$ 31,291,962	\$ 31,481,927
Telephone Fund	\$ 34,936,062	\$ 32,125,751
Wastewater Fund	\$ 6,045,140	\$ 7,602,329
Water Fund	<u>\$ 6,323,294</u>	<u>\$ 7,519,410</u>
Total	\$ 78,596,458	\$ 78,729,417

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

WASTEWATER RATE REVIEW

Motion was made by Carruthers that the following Resolution No. 15-20 be approved.

RESOLUTION NO. 15 - 20

RESOLUTION AMENDING WASTEWATER RATE SCHEDULE

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Wastewater Utility, Article IV, Rates and Charges, Section 2-2, 2-3, 2-4, 2-5 and 2-10 be amended to read as follows:

RATES AND CHARGES

WASTEWATER SYSTEM

Section 2

Section 2-2. Wastewater -- Residential.

A residential user shall be defined as a domestic dwelling unit such as houses, mobile homes, and permanent multi-family dwellings with a separate water meter.

Wastewater will be computed at the rate of 100 cubic feet of water used in the billing cycles ending in December, January, February and March plus a customer charge based on the schedule

below. The average monthly bill of these four billing cycles will determine the monthly wastewater charge for the following eight cycles.

Monthly Billing Rate

Customer Charge	\$15.55 <u>\$15.85</u> per month
Usage per 100 cu. ft. of water used charged	\$2.231 <u>\$2.319</u> /100 cu. ft.
Surcharge 2012 Bond Issue	\$2.213/100 cu. ft. water used

Section 2-3. Wastewater – Commercial

A commercial user shall include any facility operating as a business, either profit or nonprofit, and all publicly owned facilities, except consumers listed under residential, industrial, and institutional.

Wastewater will be computed by one of the following two methods, at the Utilities option:
1) at the rate of 100 cubic feet of water used, plus a customer charge based on the schedule below for each month of the year, or 2) based on metered wastewater flow at the rate of 100 cubic feet of wastewater, plus a customer charge based on the schedule below for each month of the year.

Monthly Billing Rate

Customer Charge	\$15.55 <u>\$15.85</u> per month
Usage per 100 cu. ft. of water used / or wastewater flow	\$2.231 <u>\$2.319</u> /100 cu. ft.
Surcharge 2012 Bond Issue	\$2.213/100 cu. ft. water used

Section 2-4. Wastewater – Industrial

An Industrial user is an entity permitted by Brookings Municipal Utilities Industrial Waste Pretreatment Program.

When an Industrial (Pretreatment) permit is required, the applicable fees shall be as follows:

Wastewater Contribution Permit Application Fee -	<u>\$100</u>
Annual Wastewater Contribution Permit Fee -	<u>\$30</u>

Wastewater will be computed by one of the following two methods, at the Utilities option:
1) at the rate of 100 cubic feet of water used, plus a customer charge based on the schedule below for each month of the year, or 2) based on metered wastewater flow at the rate of 100 cubic feet of wastewater, plus a customer charge based on the schedule below for each month of the year.

Monthly Billing Rate

Customer Charge	\$15.55 <u>\$15.85</u> per month
Usage per 100 cu. ft. of water used / or wastewater flow	\$2.231 <u>\$2.319</u> /100 cu. ft.
Surcharge 2012 Bond Issue	\$2.213/100 cu. ft. water used

Section 2-5. Wastewater – Institutional

An Institutional user shall include an entity of local, state, or federal government, including colleges, and universities, that discharge to the wastewater collection system through one or more master connections as opposed to individual connections for each building. An institutional user may operate its own private collection system.

Wastewater will be computed by one of the following two methods, at the Utilities option:
1) at the rate of 100 cubic feet of water used, plus a customer charge based on the schedule below for each month of the year, or 2) based on metered wastewater flow at the rate of 100 cubic feet of wastewater, plus a customer charge based on the schedule below for each month of the year.

Monthly Billing Rate

Customer Charge	\$15.55 <u>\$15.85</u> per month
Usage per 100 cu. ft. of water used / or wastewater flow	\$2.231 <u>\$2.319</u> /100 cu. ft.
Surcharge 2012 Bond Issue	\$2.213/100 cu. ft. water used

Section 2-10. Hauled Wastes Fees

When a Hauled Waste Permit is required, the applicable fees shall be as follows:

Hauled Waste Permit Application Fee -	<u>\$100</u>
Annual Hauled Waste Permit Fee -	<u>\$30</u>

The fee for domestic septage and portable toilet hauled waste shall be \$20.00/1,000 gallons. Fees for other types of acceptable hauled waste will be established on a case by case basis.

BE IT FURTHER RESOLVED by the Brookings Municipal Utilities Board that these rate changes become effective with the January 2021 billing.

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

WATER RATE REVIEW

Motion was made by Hansen that the following Resolution No. 16-20 be approved.

RESOLUTION NO. 16 - 20

RESOLUTION AMENDING WATER RATE SCHEDULE

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Water Utility, Article IV, Rates and Charges, Section 3-2 and 3-3 be amended to read as follows:

WATER SYSTEM

Section 3-2. Water - Residential

A residential user shall be defined as a domestic dwelling unit such as houses, mobile homes, and permanent multi-family dwellings with a separate water meter.

The owner or occupant of each residential premise to which water is supplied by Brookings Municipal Utilities shall pay service charge per meter dependent upon the size of meter as set forth below.

Service Charges:

<u>Meter Size</u>	<u>Monthly Service Charges</u>	
5/8, 3/4" or 1"	\$18.85	<u>\$19.45</u>
1 1/4" or 1 1/2"	\$59.45	<u>\$61.25</u>
2"	\$88.00	<u>\$90.60</u>

Service charges for all meters larger than 2" shall be made according to the Commercial Service Charge Schedule. Service charges will be determined at the time application is made.

Usage Charge:

The following rates shall be applicable to all water provided during the monthly billing period:

All Cubic Feet ~~\$2.876~~ \$2.960 per 100 cu. ft.

The following additional conditions shall be applicable to all water provided during the billing periods ending in July, August and September:

Each customer will be assigned a Summer Peak Usage Adjustment Level (SPUAL). The SPUAL will be set at an amount equal to 300% of the greater of the Winter Residential City Monthly Average (WRCMA) or the average of the customer's most recent usage for the billing cycles ending in December, January, February and March at the customer's current residence. The WRCMA will be calculated each year (rounded up to the nearest tenth) after the billing cycle ending in March. Usage data from the most recent previous three year's

billing cycles ending in December, January, February and March will be used in the calculation (12 bills in all).

Any customer who does not have water usage history with the utility at the premises at which he or she has requested service shall be assigned the WRCMA for purposes of computing their SPUAL.

All water consumed above the assigned SPUAL on bills dated July, August and September will be provided at the rate of two times the published rate per 100 cu. ft. of water.

Irrigation water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.15. The service charge shall be \$7.00 per billing cycle for billing cycles ending November through April for irrigation meters left in place during these billing periods.

A \$50.00 fee shall be applied to all reinstalled irrigation meters.

Rural water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

Rural water rates for customers connected to the Aurora distribution line are determined by multiplying the applicable consumption rate and service charge by a factor of 1.25.

Section 3-3. Water – Commercial/Industrial/Institutional.

A commercial user shall include any facility operating as a business, either profit or nonprofit, and all publicly owned facilities, except consumers listed under residential, industrial, and institutional.

An Industrial user is an entity permitted by Brookings Municipal Utilities Industrial Waste Pretreatment Program.

An Institutional user shall include an entity of local, state, or federal government, including colleges, and universities, that discharge to the wastewater collection system through one or more master connections as opposed to individual connections for each building. An institutional user may operate its own private collection system.

The owner or occupant of each non-residential premise to which water is supplied by Brookings Municipal Utilities shall pay a service charge per meter dependent upon the size of meter as set forth below.

Service Charges:

<u>Meter Size</u>	<u>Monthly Service Charges</u>	
5/8", 3/4" or 1"	\$ 18.85	\$ 19.45
1 1/4" or 1 1/2"	\$ 59.45	\$ 61.25
2"	\$ 88.00	\$ 90.60

3"	\$ 170.80	<u>\$ 175.90</u>
4"	\$ 261.80	<u>\$ 269.65</u>
6"	\$ 509.00	<u>\$ 524.00</u>
8"	\$ 870.00	<u>\$ 896.00</u>
10"	\$1,239.00	<u>\$1,276.00</u>

Service charges will be determined at the time application is made.

Usage Charge:

The following rates shall be applicable to all water provided during the monthly billing period:

All Cubic Feet ~~\$2.876~~ \$2.960 per 100 cu. ft.

The following additional conditions shall be applicable to all water provided during the billing periods ending in July, August and September:

Each customer will be assigned a Summer Peak Usage Adjustment Level (SPUAL). The SPUAL will be set at an amount equal to 300% of the greater of the Winter City Monthly Average (WCMA) or the average of the customer's most recent usage for the billing cycles ending in December, January, February and March at the customer's current premise. The WCMA will be calculated each year (rounded up to the nearest tenth) after the billing cycle ending in March. Usage data from the most recent previous three year's billing cycles ending in December, January, February and March will be used in the calculations (12 bills in all).

Any customer who does not have water usage history with the utility at the premises at which he or she has requested service shall not be assigned a SPUAL until after they have established a three month billing history.

All water consumed above the assigned SPUAL on bills dated July, August and September will be provided at the rate of two times the published rate per 100 cu. ft. of water.

Irrigation water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.15. The service charge shall be \$7.00 per billing cycle for billing cycles ending November through April for irrigation meters left in place during these billing periods.

A \$50.00 fee shall be applied to all reinstalled irrigation meters.

Rural water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

Rural water rates for customers connected to the Aurora distribution line are determined by multiplying the applicable consumption rate and service charge by a factor of 1.25.

BE IT FURTHER RESOLVED by the Brookings Municipal Utilities Board that these rate changes become effective with the January 2021 billing.

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

TRANSFER OF SURPLUS FUNDS

Motion was made by Bartels that the following Resolution No. 17-20 be approved.

RESOLUTION NO. 17 - 20

RESOLUTION AMENDING RESOLUTION NO. 28-19 PROVIDING FOR TRANSFER OF UTILITY SURPLUS FUNDS TO THE CITY GENERAL FUND

WHEREAS the Brookings Municipal Utilities passed Resolution No. 28-19 providing the transfer of Utility surplus funds to the City General Fund beginning January 1, 2020; and

WHEREAS it is the intent of the Brookings Municipal Utilities to change the above transfer levels of surplus funds, to the General Fund and an additional transfer to the General Fund for the purpose of funding General Fund initiatives to improve regional economic development.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that Resolution No. 28-19 be amended to provide that, beginning January 1, 2021, transfers be made to the City General Fund from the Telephone and Electric Funds in amounts as established by the following:

Electric Fund

Total Annual Transfer of \$2,230,000 to the City General Fund
and
Additional \$25,000 transfer to the Brookings Economic Development Corporation

Telephone Fund

Total Annual Transfer of \$175,000 to the City General Fund
and

Additional \$25,000 transfer to the Brookings Economic
Development Corporation

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

HEALTH INSURANCE CONTRIBUTION RATE REVIEW

Motion was made by Carruthers that the following Resolution No. 18 - 20 be approved.

RESOLUTION NO. 18 - 20

RESOLUTION AUTHORIZING HEALTH INSURANCE
CONTRIBUTION RATES

WHEREAS Resolution No. 37-96 established a self funded program for the
provision of health insurance; and

WHEREAS the Brookings Municipal Utilities Board intends to establish the levels
of employee and employer contributions to fund the program.

NOW, THEREFORE, BE IT RESOLVED that the 2021 employee and employer
monthly contributions to the self funded health insurance program be established as follows:

	<u>Employer's Share (75%)</u>	<u>Employee's Share (25%)</u>	<u>Total</u>
Single	\$ 444.38	\$148.13	\$ 592.51
Employee/Minor Dependents	\$ 837.21	\$279.07	\$1,116.28
Employee/Spouse	\$ 977.17	\$325.72	\$1,302.89
Family	\$1,340.60	\$446.87	\$1,787.47

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SET 2021 UTILITY BOARD MEETING DATES

Motion was made by Hansen, seconded by Bartels to approve the 2021 Board Meeting dates as presented. All members present voted in favor of the motion.

SURPLUS EQUIPMENT - ONTS

Motion was made by Hansen that the following Resolution No. 19 - 20 be approved.

RESOLUTION NO. 19 - 20

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT TO BE TRADED 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:

58 – 711 ONT Cards
3 – 711G ONT Cards
180 – 711GX ONT Cards

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 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS TELECOMMUNICATIONS EQUIPMENT – TRANSPORT EQUIPMENT

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

RESOLUTION NO. 20 - 20

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT TO BE SOLD

WHEREAS the City of Brookings Municipal Utilities owns property which is no longer necessary, useful or suitable for municipal purposes; and

WHEREAS said transport equipment is described below:

Qty	Part Number	Manufacturer	Description
1	TOM-10G-SR1-A	Infinera	Intermediate 10Gig Ethernet TOM
2	BMM2-8-CXH2-MS	Infinera	BMM2-8 Cband TypeH2 MS
2	GAM-1	Infinera	Gain Amp Mod in TAM slot
1	TOM-100G-Q-LR4	Infinera	Tributary Optical Module
1	XT-500S-100-7C8	Infinera	XT Instant Bandwidth 100GE OCG7 Type 8
1	XMM-A	Infinera	XT 500 Mgnt Control Module
2	XP-PEM-DC	Infinera	DC PEM
4	XP-FANMODULE	Infinera	CX Fan Module
1	License	Infinera	DTN X Software License
1	Rack	Infinera	Four Post Cabinet Rack
1	Filter	Infinera	Air Filter Assembly Kit

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

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

CHANGE ORDER NO. 2 TO 4TH STREET WATER TOWER PROJECT

Motion was made by Carruthers, seconded by Hansen that Change Order No. 2 for the 4th Street Water Tower Project be approved. All members present voted in favor of the motion.

FINAL PAYMENT ON THE 4TH STREET WATER TOWER PROJECT

Motion was made by Hansen that the following Resolution No. 21 - 20 be approved.

RESOLUTION NO. 21 - 20

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON THE 4TH STREET WATER TOWER PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$15,323.00 to Maguire Iron Inc. be approved for the 4th Street Water Tower Project.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

CHANGE ORDER NO. 1 TO THE SOUTHWEST INTERCEPTOR PROJECT

Motion was made by Carruthers, seconded by Hansen that Change Order No. 1 for the Southwest Interceptor Project be approved. All members present voted in favor of the motion.

FINAL PAYMENT ON THE WATER MAIN REPLACEMENT PROJECT 8TH ST & 11TH AVE

Motion was made by Hansen that the following Resolution No. 22 - 20 be approved.

RESOLUTION NO. 22 - 20

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON THE WATER MAIN REPLACEMENT PROJECT
8TH STREET AND 11TH AVENUE

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$57,556.50 to Prunty Construction Company Inc. be approved for the Water Main Replacement Project – 8th Street and 11th Avenue.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 9th day of November, 2020.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

PURCHASE APPROVAL OF NEW JET MACHINE/VACUUM TRUCK THRU STATE OF MINNESOTA

Motion was made by Carruthers, seconded by Hawley that the purchase a New Jet Machine/Vacuum Truck (2021 Aquatech Model B10/1450 Collection Basin/Jet Rodder) from Flexible Pipe Tool Company (22606 186th Avenue, Cold Springs, MN 56320) through Minnesota Department of Administration, State Procurement Management, Minnesota State Contract Nos. 175300 and 124644, in the amount of \$427,775.50 be approved. All members present voted in favor of the motion.

BIDS

AUTHORIZATION TO SOLICIT BIDS

CONDUCTOR
SWITCHGEAR
TRANSFORMERS
STREET LIGHT POLES/FIXTURES
VACUUM EXCAVATOR
TRENCHER

Motion was made by Bartels, seconded by Carruthers that authorization be given to advertise for bids listed above. All members present voted in favor of the motion.

WATER METERS
FIRE HYDRANTS, VALVES & RELATED SUPPLIES
CHEMICALS
LIME SLUDGE REMOVAL (3 YEAR CONTRACT)
VEHICLES

Motion was made by Carruthers, seconded by Hawley that authorization be given to advertise for bids listed above. All members present voted in favor of the motion.

SET TOP BOXES

Motion was made by Bartels, seconded by Hansen that authorization be given to advertise for Set Top Boxes. All members present voted in favor of the motion.

EXECUTIVE SESSION

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