

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, February 8, 2021, via Webex with the following members present: Bartels, Hansen, Harvey and Hawley. Absent: Carruthers.

MINUTES

Minutes of the regular meeting held January 11, 2021 and the special meetings held January 25, 2021 and February 1, 2021 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4nu-praxair Dist, Supplies, \$14.97; ABM Manufacturing, Supp, \$20.00; Access Health-Brookings, Drug Screening, \$258.00; Advanced Engineering & Environmental Service, Engineering Services, \$4,301.25; A-I Computer Solutions, Supp, \$649.94; Anixter, Supp, \$447.71; Appeara, Supp, \$316.53; Aramark, Supp, \$395.52; AT & T, Telco Settlement, \$829.54; Authorize.Net, Credit Card Processing, \$174.95; Auto Body Specialties, Supp, \$16.50; Auto Body Specialties, Conserve/Demand Incentive, \$791.46; Badger Communications, Unreg Inventory, \$2,699.00; Ball, Michelle, Janitorial Service, \$250.00; Barrett's Flooring, Flooring/Installation, \$5,186.96; Bauman, Cassidy, Travel, \$24.32; Bendix, Copier Maint, \$392.95; Blooston & Mordkofsky, Legal Service, \$24,098.75; Bluefin Payment Systems, Credit Card Processing, \$11,291.95; Border States Elec, Supp, \$4,707.97; Border States Elec, Unreg Inventory, \$147.62; Bridle Estates, Sewer Charge Reim, \$4,739.00; Brookings Area Chamber of Commerce, Membership Dues, \$3,500.00; Brookings Auto Mall, Vehicle Maint, \$349.57; Brookings County Sheriff, Sheriff's Fee, \$55.00; Brookings Credit Bureau, Delinq. Acct Collection, \$345.24; Brookings Municipal Utilities, Office Utility Bill, \$56,799.35; Brookings School District, Conserve/Demand Incentive, \$23,573.00; BSG Clearing Solutions, Telco Settlement, \$62.12; Buhls Dry Cleaners & Linen, Rug/Supp, \$169.70; Building Sprinkler, Repairs, \$611.58; Calix, Inventory, \$22,668.25; Calix, Supp, \$3,134.00; Carquest Auto, Equip Maint, \$1,093.92; Carrier Mgmt Systems, Annual Support Maint, \$6,175.00; Carrier Mgmt Systems, Subscription, \$950.00; CDW Government, Computer Supp/Support, \$4,434.19; CDW Government, Unreg Inventory, \$9,348.00; CDW Government, WAN Fiber Upgrade, \$2,460.36; Century Business Products, Copier Maint, \$29.45; Century Link, Telephone Exp, \$209.47; Century Link, Interconnections, \$4,114.87; Century Link, Telco Settlement, \$272.23; Chemco Systems, Supp, \$1,489.44; Chesterman, Bottled Water, \$14.00; City of Brookings, Contract Fee, \$6,791.28; City of

Brookings, Landfill Fee, \$105.77; City of Vermillion, Utility Bill, \$433.73; Counsel, Maint/Supp, \$11.97; Credit Collections Bureau, Delinq. Acct Collection, \$762.34; Critigen, Engineering Consulting, \$8,002.50; Culligan of Brookings, Bottled Water, \$117.50; Culligan of Watertown, Bottled Water, \$42.50; Dakota Supply Group, Supp, \$119.50; Davis Excavating, Snow Removal, \$90.00; Dept of the Treasury, Federal Tax, \$6,170.35; DexYP, Advertising, \$435.97; DHE, LLC, Maint Fee, \$1,196.63; Ditch Witch, Equip Maint, \$1,790.95; DLT Solutions, Software, \$4,595.24; DvL Fire & Safety, Annual Fire Ext Inspection, \$4,483.75; Eco Water, Bottled Water, \$136.50; Electrical Engineering & Equip, Repair, \$644.24; Environmental Toxicity Control, Water Analysis, \$875.00; Ethanol Products, Chemicals, \$1,634.70; Fastenal, Supp, \$1,823.54; Fibercomm, Broadband Service, \$531.71; First Bank & Trust, Bond Pymt Series 2011, \$36,264.58; Fishback Insurance Agency, Notary Bond, \$50.00; Flash Technology, Lighting System-N Cliff, \$7,666.47; Flexible Pipe Tool, Sewer Camera Repair, \$250.50; Foerster Supply, Supp, \$1,002.95; Fox Sports Net North, Contract Fee, \$7,581.05; Franz Reprographics, Maint/Supp, \$177.28; Freeman, Harvey, Travel, \$66.00; Froiland, Diane, Conserve/Demand Incentive, \$250.00; Frontier Precision, Repair, \$146.12; Frontier Precision, Survey Equip, \$32,268.02; Frontier Precision, Training, \$693.00; GP Auto, Vehicle Maint, \$94.68; Grainger, Supp, \$134.86; Graybar Electric, Supp, \$1,918.65; Graybar Electric, Unreg Inv, \$241.74; Hibu-West, Advertising, \$349.17; Homestead Do It Center, Supp, \$8.69; Hometown Service & Tire, Vehicle Maint, \$59.00; Independent Communications, Contract Fee, \$146.93; Industrial Machine & Engineering, Repairs/Supp, \$95.00; Interstate Telecommunications, Tele Exp, \$423.13; Iowa Colocation Center, Cross Connect Fee, \$75.00; Iowa Colocation Center, Utility Bill, \$77.22; iQmetrix USA, Software Fees, \$1,875.45; I-State Truck Center, Vehicle Maint, \$822.59; Jackrabbit Tire, Equip Maint, \$363.40; John Deere Financial, Equip Maint, \$63.61; JRP Construction, Install Door, \$2,728.50; Karpen, Nick, Travel, \$140.30; Krier & Blain, HVAC Maint, \$1,285.41; Laake, Aaron, Travel, \$719.03; Lincoln County Treasurer, Drainage Fee, \$187.60; Marsh & McLennan Agency, Property Insurance, \$33,683.50; Martin's Inc, Diesel/Oil, \$393.80; Matheson Tri-Gas, Supp, \$191.28; Midamerican Energy, Utility Bill, \$677.97; Midcontinent, Broadband Service, \$197.42; Midwest Alarm, Monitoring Service, \$69.00; Minnehaha County Treasurer, Drainage Fee, \$198.94; MMUA, Safety Training, \$5,925.00; Moss Adams, Consulting Service, \$250.00; MVTL Labs, Wastewater Analysis, \$143.02; National Processing, Credit Card Processing Fee, \$5,535.21; Nebraska Public Power, Utility Bill, \$267.34; Nexstar Broadcasting, Contract Fee, \$8,141.56; Nordstrom's Automotive, Supp, \$296.00; North West Rec, Utility Bill, \$138.39; Northern Balance & Scale, Repair/Service, \$318.00; Northwestern Energy, Natural Gas, \$1,329.77; Northwestern Power Equip., Equip/Maint, \$1,833.00; Office Elements, Maint/Supp, \$191.18; Office Peeps, Supp, \$469.96; OneNeck IT Solutions, WAN Network Upgrade, \$8,616.38; Otter Tail Power, Utility Bill, \$136.03; Pearl Creek Investment, CAM Charges, \$8,998.01; Perry Electric, Repairs/Supplies, \$223.26; Pete Lien & Sons, Chemicals, \$3,794.93; Prairie Graphics, Supp/Uniforms, \$345.39; Reed, Jeff, Travel, \$214.50; Resco, Supp, \$2,134.59; Runnings, Supp, \$2,481.01; SD DENR, Certification Renewal, \$6.00; SD Dept of Health Lab, Testing W-WW Samples, \$2,006.00; SD Retirement System, SDRS Contribution, \$45.00; SD Treasurer, Sales/Excise Tax, \$155.85; SDSU Office of Career Development, Registration, \$150.00; Secretary of State, Notary Filing Fee, \$30.00; Sioux Valley Energy, Utility Bill, \$1,614.61; Springbrook, Credit Card Processing Fee, \$1,957.42; Sprint, PCS Phone Service, \$2,844.35; Sprint, PCS Service Fee, \$73,643.07; Sprint-Brookings, PCS Accessories, \$862.00; State of Iowa-Treasurer, Sales Tax, \$3,759.00; Sturdevant Auto, Supp, \$830.22; Superior Gaskets, Supp, \$310.39; Swiftel Communications, Office Phone Bill, \$121,892.18; SwipeClock, Subscription, \$480.00; UPS Store, Freight, \$421.03; Uline, Supp, \$79.07; UPS, Freight, \$275.49; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$95,765.17; University Estates, Water

Charge Reim, \$3,380.00; USA Bluebook, Supp, \$232.69; Vander Haag's, Truck Bed Tarp, \$1,500.00; Vermeer High Plains, Equip Maint, \$420.07; Walsh, Debra, Travel, \$89.70; Watertown Municipal Utilities, Utility Bill, \$324.13; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$190.00; Wholesale Electronics, Supp, \$1,708.66; Xcel Energy/NSP, Utility Bill, \$2,036.03; Xerox, Copier Maint, \$22.97.

The following are Telephone/Utility Refunds:

Agfirst, \$82.22; Agfirst Concrete, \$5.83; Agfirst Fertilizer, \$8.15; Carquest, \$386.57; Chambers, Jacob, \$54.50; Chester, Kathryn, \$20.01; Coyle, Phyllis, \$25.75; Creswell, Eric, \$81.02; Davidson, Lucas, \$8.18; Den-Wil Investments, \$164.90; Eleven11 Appraisals, \$4.73; Fredrikson, Eugene & Nancy, \$290.51; Froehlich, Colton, \$6.56; Frost, Connie, \$168.61; Glagola, Stephen, \$21.30; Glanzer, John, \$43.68; Hennen Properties, \$613.03; Hertel, Joshua, \$26.05; Hillson, Katelyn, \$8.28; Jager, Lori, \$44.60; Jasa, Trista, \$55.60; Kaesey Deats, \$99.78; Oakley, John, \$10.16; Olson, David, \$117.82; Raether, Marissa, \$67.88; Redenius, Austin, \$67.25; Rupp, Joshua, \$13.61; Schwenk, Terry, \$25.97; Schwenk, Terry, \$24.42; Shea, Amanda, \$30.58; Southland Court V, \$88.23; Spencer Hawley, \$360.72; Stenka, Theodore, \$27.28; Strom, Anna Marie, \$17.89; TB Partnership, \$999.72; TB Partnership, \$141.67; TB Partnership, \$162.19; Vaughn, Martha, \$140.00; Wilmont Estates Apts, \$35.06; Yorkshire Apts, \$53.98; Zins, Tatym, \$501.20.

PERSONNEL INFORMATION

Department Salaries (January): Electric, \$231,146.23; Water, \$98,702.19; Wastewater, \$93,153.82; Telephone, \$481,642.87;

Retirement, \$52,057.14; Social Security, \$64,977.66; Insurance, \$110,001.92; Deferred Comp, \$15,487.12;

Salary Changes: E. Campbell, \$22.08; T. McClain, \$20.16; J. McKibben, \$25.65.

New Hires: None.

EXECUTIVE SESSION

Motion was made by Hawley, seconded by Bartels 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.

AUTHORIZATION TO PURCHASE GASOLINE FOR BMU FOR 2021

Motion was made by Bartels, seconded by Hawley that in compliance with SDCL 5-18-25 and after soliciting quotations from 12 suppliers on quotation forms on file in the office of the Executive Vice President/General Manager for BMU's fuel needs for 2021, the following quotations

were received and a contract will be entered into with Schoon's Pump 'N Pak of Brookings. All members voted in favor of the motion.

Unleaded Gasoline		
	Market Amount	Over the Rack Price
	<u>With Ethanol</u>	<u>Without Ethanol</u>
Schoon's Pump 'N Pak	.0294¢	.0294¢
Corner Pantry	0.10¢	0.10¢

ANNEXATION AGREEMENT – CITY RESOLUTION 20-048

Motion was made by Hawley that the following Resolution No. 5-21 be approved.

RESOLUTION NO. 5 - 21

RESOLUTION APPROVING AGREEMENT FOR THE TRANSFER
OF SERVICE TERRITORY WITH
SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE

BE IT RESOLVED by the Brookings Municipal Utilities Board that:

1. Agreement for the Transfer of Service Territory Between the City of Brookings and Sioux Valley-Southwestern Electric Cooperative Inc. in the following described property be hereby approved:

Blocks 21 & 22 of Timberline Addition, including the adjacent portions of right-of-way contained within, in the East 1,365' of the North ½ of the Northwest ¼, except Clites Addition and except the East 264' thereof in Section 34, Township 110 North, Range 50 West of the 5th P.M. in Brookings County, South Dakota. (City Res. 20-048).

2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 8th day of February, 2021.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

ANNEXATION AGREEMENT – CITY RESOLUTION 20-049

Motion was made by Hawley that the following Resolution No. 6-21 be approved.

RESOLUTION NO. 6 - 21

RESOLUTION APPROVING AGREEMENT FOR THE TRANSFER
OF SERVICE TERRITORY WITH
SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE

BE IT RESOLVED by the Brookings Municipal Utilities Board that:

2. Agreement for the Transfer of Service Territory Between the City of Brookings and Sioux Valley-Southwestern Electric Cooperative Inc. in the following described property be hereby approved:

North ½ of the South West ¼ of Section 34, Township 110 North, Range 50 West of the 5th P.M. in Brookings County, South Dakota. (City Res. 20-049).

3. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 8th day of February, 2021.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

The following quote was opened and read at 1:30 p.m. on February 4, 2021, and presented at this time for consideration and action.

SURPLUS MIXED DISTRIBUTION TRANSFORMERS & PADMOUNT SWITCHGEAR

COMPANY	ITEM 1	ITEM 2
	7132 KVA (106 UNITS)	16 UNITS
	Mixed Distribution Transformers	Padmount Switchgear
T & R Electric Supply	\$11,490.00	\$5,250.00
Jerry's Electric	\$20,397.52	\$5,600.00

Motion was made by Hansen, seconded by Hawley that the following high quote be approved: Jerry's Electric, Item 1, Surplus Mixed Distribution Transformers, \$20,397.52; and Item 2, Surplus Padmount Switchgear \$5,600.00; 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 documents. 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 February 2, 2021, and presented at this time for consideration and action.

WATER METERS - WATER DEPARTMENT

	ITEM #1	ITEM #2	ITEM #3	ITEM #4	ITEM #5	ITEM #8	ITEM #9
Company	5/8" x 3/4" Water Meters	3/4" Water Meters	1" Water Meters	1 1/2" Disc Water Meters	2" Disc Water Meters	3" Turbo Water Meters	4" Turbo Water Meters
	Quantity 60	Quantity 50	Quantity 120	Quantity 2	Quantity 2	Quantity 2	Quantity 2
Metering Technology Solutions	\$5,580.00	\$6,400.00	\$20,400.00	\$750.00	\$1,040.00	\$1,900.00	\$2,700.00
Ferguson Waterworks	\$5,700.00	\$6,600.00	\$22,800.00	\$780.00	\$980.00	\$2,000.00	\$2,320.00

FIRE HYDRANTS, VALVES & RELATED SUPPLIES - WATER/WASTEWATER DEPT

	ITEM 1				ITEM 2		
Company	W0951 Fire Hydrants 5"x7'6" Bury 12 - each	W1372 Fire Hydrants 5"x8'6" Bury 1 - each	W1373 Fire Hydrants 5"x9'6" Bury 1 - each	ITEM 1 TOTAL	W0715 4" X 1" Water Tapping Saddles 5 Each		ITEM 2 TOTAL
Dakota Supply Group	NO BID	NO BID	NO BID		NO BID		
Ferguson Waterworks	\$31,111.08	\$2,694.12	\$2,795.65	\$36,600.85	\$33.63		\$168.15
Core & Main	\$31,193.64	\$2,710.96	\$2,802.40	\$36,707.00	\$30.77		\$153.85
Milbank Winwater Works	NO BID	NO BID	NO BID		NO BID		

ITEM #3							
Company			W1343 1" Curb Stops CTS PJ & SS Stiffener F/CTS Pep 5 each		W1276 3/4" Pressure Regulators Honeywell 10 each	W1277 1" Pressure Regulators Honeywell 10 each	ITEM 3 TOTAL
Dakota Supply Group			NO BID		NO BID	NO BID	
Ferguson Waterworks			\$543.35		\$519.00	\$679.70	\$1,742.05
Core & Main			\$464.60		\$541.90	\$716.60	\$1,723.10
Milbank Winwater Works			NO BID		NO BID	NO BID	

ITEM #4							
Company	W0952 4" RW Gate Valve with Gaskets & Blue Bolts 2 - each	W0953 6" RW Gate Valve with Gaskets & Blue Bolts 10 - each	W0954 8" RW Gate Valve with Gaskets & Blue Bolts 2 - each	W0955 10" RW Gate Valve with Gaskets & Blue Bolts 1 - each	W0956 12" RW Gate Valve with Gaskets & Blue Bolts 4 - each	W0957 Valve Box with Lid & Adaptors Ext. Ht. 62" to 82" 20 - each	ITEM 4 TOTAL
Dakota Supply Group	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	
Ferguson Waterworks	\$894.96	\$5,706.70	\$1,812.58	\$1,443.38	\$7,140.08	\$3,998.20	\$20,995.90
Core & Main	\$902.84	\$5,775.30	\$1,818.90	\$1,414.17	\$7,142.40	\$2,416.00	\$19,469.61
Milbank Winwater Works	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	

Motion was made by Bartels, seconded by Hansen that the following low bids be approved: Metering & Technology Solutions, Item 1, 5/8" x 3/4" Water Meters, \$5,580.00; Item 2, 3/4" Water Meters, \$6,400.00; Item 3, 1" Water Meters, \$20,400.00; Item 4, 1 1/2" Disc Water Meters, \$750.00; Item 8, 3" Turbo Water Meters, \$1,900.00; Ferguson Waterworks, Item 5, 2" Disc Water Meters, \$980.00; Item 9, 4" Turbo Water Meters, \$2,320.00; Ferguson Waterworks, Item 1, Fire Hydrants, \$36,600.85; Core & Main, Item 2, Misc. Water Tapping Saddles, \$153.85; Item 3, Misc. Corporation Stops, Curb Stops, Pressure Regulators, \$1,723.10; Item 4, Misc. Gate Valves with Gaskets and Valve Boxes, \$19,469.61; 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.

SET TOP BOXES - TELEPHONE DEPARTMENT

Bids were received from Power & Telephone, Advanced Media Technology and Innovative Systems (see attached) for the Set Top Boxes. These bids were awarded per unit price per motion listed below. A detailed bid tab is available at the BMU Office.

Motion was made by Hansen, seconded by Hawley that the following low bids amounts as stated above be approved: Set Top Boxes: Advanced Media Technology: Item 1.1, \$128.52; Item 1.2, \$147.83; Item 1.3, \$289.92; Item 1.4, \$169.00; Item 2.1, Extended Warranty 4% of original price for third year; Item 2.2, \$8.50; Item 2.3, \$9.50; Item 2.4, \$9.50; Item 2.5, \$13.50; Item 2.7, \$12.50; Item 2.8, \$6.67; Item 2.10, \$4.75; Item 2.11, \$6.50; and Item 2.12, \$45.00; 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.

AUTHORIZATION TO SOLICIT BIDS

FIBER ACCESS EQUIPMENT – TELEPHONE DEPARTMENT

Motion was made by Hawley, seconded by Hansen that authorization be given to advertise for Fiber Access Equipment. All members present voted in favor of the motion.

COLLECTION SYSTEM REHABILITATION – WASTEWATER DEPARTMENT
INSTITUTIONAL WASTEWATER FLOW METERING – WASTEWATER
DEPARTMENT

Motion was made by Hansen, seconded by Hawley that authorization be given to advertise for Collection System Rehabilitation and an Institutional Wastewater Flow Metering. All members present voted in favor of the motion.

QUARTERLY FINANCIAL REVIEW

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

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President