

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, May 10, 2021, via Webex with the following members present: Bartels, Carruthers, Hansen, Harvey and Hawley.

## MINUTES

Minutes of the regular meeting held April 12, 2021 and the special meeting held April 26, 2021 were read and approved.

## ADOPTION OF AGENDA

The agenda was adopted.

## PUBLIC HEARING ON THE WATER SYSTEMS FACILITY PLAN

President Harvey declared the public hearing open to receive input from the general public on the Water System Facility Plan. Del DeBoer and Brian Bergantine from AE2S were present to go review the facility plan. The Facility Plan addressed a planning period through 2045 for treatment facilities and through 2075 for the water supply. Based on a low/medium growth projection, the Brookings 2045 population was estimated at 35,519. Applying a peak demand factor, the resulting 2045 water demand is 10 million gallons a day (MGD).

After evaluation of existing facilities and multiple alternatives for expansion, the Recommended Alternative is a phased approach as follows: Phase 1 will include the immediate construction of a new 6 MGD lime softening water treatment facility at a location along 34<sup>th</sup> Avenue, associated lime drying beds, raw and treated water transmission lines to and from the 34<sup>th</sup> Avenue location, and 6 new municipal wells. Phase 2 will include rehabilitation and upgrades to the existing 4 MGD East Water Plant (EWP), construction of a 20-inch water main to the South Main water tower, and a lime residual force main from the EWP to the 34<sup>th</sup> Avenue location.

Total project cost is estimated at \$54 Million, with \$40.5 million for Phase 1 and \$13.5 million for Phase 2. Based on the \$40.5 million Phase 1 with a 30-year loan at 2.25% interest, the customer rate impact will be 3% rate increase annually for the life of the loan. Anticipated Phase 1 timeline is to begin design in July 2021 with construction anticipated from April 2022 through June 2024.

No one from the general public appeared and no written comments were received. Comment from Board member Carruthers was whether there is a budget concern with regard to the skyrocketing increases we are seeing in construction materials.

## ELECTION OF OFFICERS

Motion was made by Bartels, seconded by Hawley to nominate Tim Harvey to President of the Board, Doug Carruthers to Vice President of the Board and Seth Hansen to Secretary of the Board and that nominations cease and a unanimous ballot be cast for Tim Harvey for President of the Board, Doug Carruthers for Vice President of the Board and Seth Hansen for Secretary of the Board. All members present voted in favor of the motion.

## 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.

ABM Manufacturing, Supplies, \$24.00; Advanced Media Tech, Supp, \$106.25; A-I Computer Solutions, Supp, \$74.98; Allegra, Printed Supp, \$967.70; AMP Electric, Labor/Supp, \$61.22; Anixter, Supp, \$720.68; Approved Networks, Transceivers, \$1,172.17; AT & T, Telco Settlement, \$804.01; Austreim Excavating, Sump Pump Pilot Program, \$525.00; Authorize.Net, Credit Card Processing Fee, \$169.30; Avera Occupational Medicine-Mitchell, Drug Screening, \$36.00; B & B Manure, Sludge Removal, \$5,626.00; Badger Communications, Unreg Inventory, \$1,768.86; Bally Sports North, Contract Fee, \$7,500.28; Bendix, Copier Maint, \$323.96; Bendix, Printer, \$699.99; Bluefin Payment Systems, Credit Card Processing Fee, \$11,632.92; Bobcat of Brookings, Supp/Equip Rental, \$16.99; Border States Electric, Supp, \$5,786.21; Border States Electric, Unreg Inv, \$6,685.66; Bowes Construction, Gravel, \$1,703.57; Bridle Estates, Sewer Charge Reim, \$4,789.00; Brookings Auto Mall, Vehicle Maint, \$9.78; Brookings Credit Bureau, Delinq. Acct Collection, \$183.10; Brookings Engraving, Signs/Engraving, \$18.00; Brookings Municipal Utilities, Office Utility Bill, \$58,308.36; Brookings Municipal Utilities, Petty Cash, \$176.65; BSG Clearing Solutions, Telco Settlement, \$54.78; Calix, Inventory, \$36,840.33; Calix, ONT Enclosures, \$4,654.00; Calix, Supp, \$4,588.42; Carquest, Equip Maint, \$80.29; CDW Government, Computer Supp/Support, \$4,447.62; Central Bank, Employee Recognition, \$609.00; Century Business Products, Copier Maint, \$1,037.61; Century Link, Tele Exp, \$225.18; City of Brookings, Contract Fee, \$6,821.56; Climate Systems, HVAC Maint, \$1,568.00; Cole Papers, Scrubber Repair, \$182.00; Common Sense Mfg, Supp, \$113.00; Corporate Tech, Support Agreement, \$8,168.00; Credit Collections Bureau, Delinq. Acct Collection, \$491.17; Cummins Inc, Generator Maint, \$2,143.76; Dakota Abstract, Real Estate Purchase, \$700,512.37; Dakota Pump, Supp, \$4,139.75; Dave's Window Cleaning, Window Service, \$62.00; Dept of Legislative Audit, Registration, \$150.00; Dept of the Treasury, Federal Tax, \$6,170.66; Digi-Key, Supp, \$565.87; Directory Resources, Software Maint, \$1,250.00; Ditch Witch, Cable Reel Trailer, \$8,969.00; Ditch Witch, Reel Carrier Trailer, \$14,342.00; Ditch Witch, Equip Maint, \$1,207.97; Einspahr Auto Plaza, 2021 3/4 Ton 4x4 Pickup, \$30,200.00; Einspahr Auto Plaza, 2021 3/4 Ton 4x4 Pickup, \$29,882.00; Elliott Equipment, Equip Maint, \$1,595.43; Enviro Toxicity Control, Water Analysis, \$875.00; Ethanol Products, Chemicals, \$499.92; Eurofins Eaton Analytical, Analysis, \$1,008.00; Fastenal, Supp, \$792.63; First Bank & Trust, Bond Pymt Series 2011, \$36,264.58; Fisher Scientific, Pump, \$150.52; Flexible Pipe Tool, Sewer Camera Repair, \$421.30; Foerster Supply, Supp, \$402.00; Franz Reprographics, Maint/Supp, \$203.50; George's Pizza, Employee Recognition, \$82.75; Golden West Tech, Tech Support, \$3,681.55; Goldfield Telecom, Supp, \$2,056.81; Gray Television

Group, Contract Fee, \$16,838.93; Graybar Electric, Supp, \$806.12; Graybar Electric, Unreg Inv, \$7,107.16; Hach Chemical, Supp, \$1,068.50; Hawkins Inc, Chemicals, \$705.00; Hawkins Inc, Supp, \$2,700.96; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$2,052.26; Hibu-West, Advertising, \$344.00; High Point Networks, Software/Maint, \$350.00; Homestead Do It Center, Supp, \$323.46; Hy-Vee, Supp, \$36.82; Independent Communications, Contract Fee, \$146.79; Interstate Telecom, Tele Exp, \$379.49; Iowa Workforce Development, Unemployment Ins, \$1,062.00; Jackrabbit Tire, Equip Maint, \$61.33; Karl's TV & Appliance, Supp, \$649.95; Kindt, Scott, Travel, \$16.50; Krier & Blain, HVAC Maint, \$1,355.00; Locators & Supplies, Rain Jacket, \$198.02; Lone Star Telequip, Supp, \$326.10; Lowe's, Supp, \$14.24; Lumen, Telco Settlement, \$272.22; M & T Fire & Safety, Supp, \$289.50; Martin's Inc, Diesel/Oil, \$577.40; Mid South Telecom, Unreg Inv, \$206.68; Midcontinent, Contract Fee, \$532.50; Missouri River, Supplemental Power, \$1,008,024.75; Missouri River, WAPA Allocation, \$188,383.67; Moss Adams, Consulting Service, \$2,250.00; Mullen Coughlin, Legal Service, \$6,043.50; My Cable Mart, Unreg Inv, \$27.42; Nexstar Broadcasting, Contract Fee, \$8,137.07; Northwestern Energy, Natural Gas, \$40.73; Office Peeps, Office Furniture, \$636.92; Office Peeps, Supp, \$271.74; One Source-Background Check, Employee Verification, \$455.00; Open System International, SCADA Upgrade, \$63,778.00; Party Depot, Supp, \$6.37; Pete Lien & Sons, Chemicals, \$4,274.31; Prussman Contracting, Gravel, \$570.00; Qdoba, Meeting Supp, \$88.20; Redstone Tech, Batteries, \$7,721.00; Rental Depot, Equip Rental, \$93.90; Resco, Supp, \$1,684.80; Ron's Auto Repair, Vehicle Maint, \$315.37; SD Dept of Health Lab, Testing W-WW Samples, \$454.00; SD Dept of Rev, Enhanced 911, \$8,682.80; SD Public Utilities, Gross Receipts Tax, \$13,167.89; SD Retirement System, SDRS Contribution, \$45.00; SD State Treasurer, Communication Impaired Fee, \$1,844.30; SD Treasurer, Sales/Excise Tax, \$152,912.49; SD Newspaper Assoc, Employment Advertising, \$2,160.93; SD One Call, Locate Fee, \$123.90; Springbrook, Credit Card Processing Fee, \$2,050.78; Sprint, COPP Tablets, \$2,264.96; Sprint, PCS Phone Service, \$1,918.27; State of South Dakota, Supp, \$6.93; Stein Sign Display, Repair/Signs, \$1,252.96; Stuart C. Irby, LED Commercial Luminaires, \$26,520.00; Stuart C. Irby, Supp, \$3,336.00; Sturdevant Auto, Supp, \$144.24; Swiftel Communications, Office Phone Bill, \$115,317.11; Teledynamics, Unreg Inv, \$272.96; UPS Store, Freight, \$931.24; Thermo Fisher Scientific, Pump, \$152.48; Townsquare Media, Advertising, \$1,927.00; UPS, Freight, \$153.05; US Postal Service, Postage, \$9000.00; Universal Service Adm., USAC Contribution, \$32,140.81; University Estates, Water Charge Reim, \$3,445.00; USA Bluebook, Supp, \$2,418.02; Vessco, Lime Feeder Repair, \$38,835.00; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$190.00; Wesco, Supp, \$768.00; Xerox, Copier Maint, \$10.21; Young Door Service, Labor/Repair, \$1,261.69.

The following are Telephone/Utility Refunds:

Aamot, James & Mary, \$198.53; Allstate Insurance, \$81.48; Bather, Melissa, \$35.91; Beckstrom, Kim, \$44.67; Downey, Paul, \$32.72; Foster, Jeffrey, \$101.89; Gallop, Geoffrey, \$14.34; Gergen, Jesse, \$23.92; Hai, Shawn, \$35.37; Hammer, Amy, \$60.91; Hauff, Hazel, \$22.79; Hill, Megan, \$50.27; Hoffer, Anastasia, \$73.38; Iverson, Angie, \$56.45; KDLT-Fox, \$238.81; Koch, Karen & Dave, \$252.11; Kool Beans, \$55.81; Leemhuis, Stephen, \$31.98; Leonard, Karen, , \$135.00; LIEAP, \$416.67; Mack, Mackenzie, \$58.64; Magana, Kevin, \$294.49; Opel Properties, \$32.23; Owens, Seth, \$58.64; Powell, Elliot & Macy, \$200.14; Ridder, Ryan, \$26.36; SD Video/Carpy's, \$25.89; SD Video/Danny's, \$35.89; SD Video/The Lodge, \$27.42; Smith, Jennifer, \$55.31; Svennes Crop Insurance, \$16.40; Walton, Artis, \$64.69; Warne, Denia, \$262.70; Zmuda, Jordan, \$108.91.

## PERSONNEL INFORMATION

Department Salaries (April): Electric, \$229,197.79; Water, \$107,226.43; Wastewater, \$89,968.57; Telephone, \$346,951.11;

Retirement, \$45,084.54; Social Security, \$55,642.68; Insurance, \$92,456.54; Deferred Comp, \$14,019.04;

Salary Changes: D. Peterson, \$15.47; E. Henningsen, \$35.36; C. Murphy, \$17.08; J. Siekmann, \$38.26.

## EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Hawley 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.

## VIDEO AND INTERNET RATE INCREASE

Motion was made by Hawley, seconded by Carruthers to approve a Video and Internet rate increase of \$2.00 per month for bundled Video/Internet packages, \$2.00 per month for Video only packages or \$2.00 per month for Internet Only packages. All members present voted in favor of the motion.

## QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance, Financial & IT Manager, presented a quarterly financial review of first quarter 2021.

## 2005 ELECTRIC BOND RETIREMENT

Motion was made by Hansen that the following Resolution No. 13-21 be approved.

### RESOLUTION NO. 13 - 21

### RESOLUTION AUTHORIZING THE RETIREMENT OF BOND ISSUED IN 2005

WHEREAS Brookings Municipal Utilities (BMU) has outstanding debt of \$658,200 from municipal tax exempt bond issued in 2005; and

WHEREAS the Brookings Municipal Utilities Board has determined that it is beneficial to BMU to retire the above mentioned bond issued in 2005; and

WHEREAS the Brookings Municipal Utilities Board has determined that there are sufficient resources within the BMU fund balances to retire the debt outstanding from the above mentioned bond issued in 2005.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board authorizes the Executive Vice President and General Manager to execute the documents necessary to retire the outstanding debt from the municipal tax free bond issued in 2005 effective June 1, 2021.

Adopted this 10<sup>th</sup> day of May, 2021.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

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

#### 2011 ELECTRIC BOND RETIREMENT

Motion was made by Bartels that the following Resolution No. 14-21 be approved.

#### RESOLUTION NO. 14 - 21

#### RESOLUTION AUTHORIZING THE RETIREMENT OF BOND ISSUED IN 2011

WHEREAS Brookings Municipal Utilities (BMU) has outstanding debt of \$3,880,000 from municipal tax exempt bond issued in 2011; and

WHEREAS the Brookings Municipal Utilities Board has determined that it is beneficial to BMU to retire the above mentioned bond issued in 2011; and

WHEREAS the Brookings Municipal Utilities Board has determined that there are sufficient resources within the BMU fund balances to retire the debt outstanding from the above mentioned bond issued in 2011.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board authorizes the Executive Vice President and General Manager to execute the documents necessary to retire the outstanding debt from the municipal tax free bond issued in 2011 effective December 1, 2021.

Adopted this 10<sup>th</sup> day of May, 2021.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

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

APPLICATION FOR EXTENSION OF WATER/SEWER MAIN AND CONNECTION INTO  
THE CITY WATER/SEWER SYSTEM – ACE AVENUE IN SOUTHLAND ADDITION

Motion was made by Carruthers, seconded by Bartels that the application for extension of water/sewer main and connection into the city water/sewer system requested by G.A. Haan Development, LLC, for Ace Avenue in Southland Addition be approved. All members present voted in favor of the motion.

SURPLUS EQUIPMENT TO BE TRADED IN

Motion was made by Carruthers that the following Resolution No. 15-21 be approved.  
RESOLUTION NO. 15 - 21

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT

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:

2008 Chevrolet Pickup C6500  
VIN #1GBG6C1G98F412506

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 in accordance with the provisions of SDCL 6-13.

Adopted this 10<sup>th</sup> day of May, 2021.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

The motion was seconded by Hawley. 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 May 4, 2021, and presented at this time for consideration and action.

#### TELEPHONE DIRECTORY PRINTING SERVICES – TELEPHONE DEPARTMENT

Liberty Press \$66,431.80

Motion was made by Carruthers, seconded by Bartels that the following low bid be approved: Liberty Press for the Telephone Directory Printing Services for the base bid plus Option 5, 6, 7 and 8, in the amount of \$66,431.80; 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.

#### 2021 CLASS 4 HEAVY DUTY PICKUP CHASSIS – TELEPHONE DEPARTMENT

Company	2021 Class 4 Heavy Duty Pickup Chassis
Einspahr Auto Plaza	\$50,633.00
Less trade-in	-\$ 7,000.00
Total Price	\$43,633.00

Motion was made by Carruthers, seconded by Hawley that the following low bid be approved: Einspahr Auto Plaza, 2021 Class 4 Heavy Duty Pickup Chassis, \$43,633.00; 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.

## ELECTRIC STRATEGIC PRIORITIES

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

## ADJOURNMENT

The meeting adjourned.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President