

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Tuesday, October 12, 2021, via WEBEX with the following members present: Bartels, Carruthers, Hansen, Harvey and Hawley.

MINUTES

Minutes of the regular meeting held September 13, 2021 and the special meeting held September 27, 2021, were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

ABRA Autobody & Glass, Vehicle Maint, \$1,127.64; Access Health, Drug Screening, \$595.00; A-I Computer Solutions, Supp, \$9.99; Anderson, Chris, Travel, \$33.00; Andrews, Donna, Conserve/Demand Incentive, \$30.00; Anixter, Supp, \$19.80; Anixter, Systems/Cabling, \$57.50; Appera, Supp, \$119.98; American Registry for Internet Numbers, Registration, \$2,000.00; AT & T, Telco Settlement, \$724.64; Authorize.Net, Credit Card Proc. Fee, \$169.20; Badger Communications, Systems/Cabling, \$288.12; Bally Sports North, Contract Fee, \$7,582.01; Bendix, Copier Maint, \$2,158.97; Bluefin Payment Systems, Credit Card Proc. Fee, \$15,083.94; Bobcat, Supp/Equip Rental, \$62.09; Border States Elec, Conductor, \$6,100.00; Border States Elec, Supp/Inventory, \$17,033.06; Border States Elec, Systems/Cabling, \$1,132.60; Bridle Estates, Sewer Charge Reim, \$4,991.00; Brookings County Finance, License, \$16.00; Brookings Credit Bureau, Delinq. Acct Collection, \$127.62; Brookings Dumpster Service, Sanitation Service, \$478.52; Brookings Municipal Utilities, Office Utility Bill, \$53,211.97; BSG Clearing Solutions, Telco Settlement, \$59.33; Building Sprinkler, Repairs, \$559.26; Calix, Central Office OLT Cards, \$78,023.76; Calix, Inventory, \$15,154.17; Carquest Auto, Equip Maint/Supp, \$115.68; Carrier Mgmt Systems, Subscription, \$1,950.00; CDW Government, Computer Supp/Support, \$1,814.90; CDW Government, Systems/Cabling, \$4,202.70; Central Bank, Employee Recognition, \$213.00; Century Business Products, Copier Maint, \$1,143.79; Century Link, Directory Listing, \$300.24; CHR Solutions, Software Maint, \$1,608.99; City of Brookings, Contract Fee, \$7,132.30; Conn, Brenda, Conserve/Demand Incentive, \$30.00; Core & Main, Gate Valves, \$19,109.20; Core & Main, Sump Pump Pilot Program, \$272.64; Core & Main, Supp, \$1,011.56; Courtesy Plumbing, Repair/Supp, \$398.00; Courtesy Plumbing, Sump Pump Pilot Program, \$379.90; Credit Collections Bureau, Delinq. Acct Collection, \$988.35; Culligan, Bottled Water, \$65.00; Dept of the Treasury, Federal Tax, \$6,019.02; Devco Corp, Oil Pump Package, \$43,665.21; DexYP, Advertising, \$435.97; DHE, Maint. Fee, \$1,196.63; Ditch Witch, Equip Maint, \$127.68; DK Diesel Injection Service, Truck

Repair, \$936.00; Doolittle, James, Conserve/Demand Incentive, \$90.00; Eggebraaten, Ted, Conserve/Demand Incentive, \$30.00; Ekern, Jeff, Travel, \$27.50; Electric Supply, SDSU Cable Install, \$16,162.50; Express Communications, Telco Settlement, \$7,981.92; Farmers Implement, Mower, \$4,550.00; Farmers Implement, Equip Maint, \$311.76; Fastenal, Supplies, \$211.46; First Bank & Trust, Bond Pymt Series 2011, \$36,264.58; First Bank & Trust, Credit Card Proc. Fee, \$36,504.33; Foerster Supply, Supp, \$360.50; Franz Reprographics, Maint/Supp, \$195.07; G & R Controls, Equip/Maint, \$219.39; Genuine Cable Group, Supp, \$3,720.00; Grainger, Supp, \$349.63; Gray Television Group, Contract Fee, \$16,999.53; Graybar Electric, Supp, \$1,994.02; Graybar Electric, Systems/Cabling, \$438.66; Hach Chemical, Supp, \$370.99; Hibu-West, Advertising, \$344.00; High Point Networks, Software/Maint, \$11,003.00; Hogie, Andrea, Commercial License Plate, \$284.77; Homestead Do It Center, Supp, \$86.81; Hometown Service, Vehicle Maint, \$155.00; Iconectiv, LLC, LNP Fee, \$1,490.78; Independent Communications, Contract Fee, \$148.19; John Deere Financial, Equip Maint, \$99.47; Kindt, Scott, Travel, \$27.50; KnowBe4, Subscription, \$6,624.00; Leebatholow, Donna, Conserve/Demand Incentive, \$30.00; Lewis Drug, Supp, \$146.96; Locators & Supplies, Supp, \$1,009.62; M & T Fire & Safety, Supp, \$450.00; Martin's Inc, Diesel/Oil, \$878.93; Master Blaster, Maint/Supp, \$235.25; Matheson Tri-Gas, Supp, \$201.15; McClain, Tyson, CDL License, \$171.00; Midamerican Energy, Utility Bill, \$13.68; Midcontinent, Contract Fee, \$522.50; Millborn Seeds, Grass Seed/Fertilizer, \$160.00; Missouri River Energy, Supplemental Power, \$1,136,619.66; Missouri River Energy, WAPA Allocation, \$204,950.02; Moss Adams, Consulting Service, \$250.00; My Cable Mart, Supp, \$253.70; Napa Auto Parts, Supp, \$95.48; Nelson, Brian, Travel, \$27.50; Nexstar Broadcasting, Contract Fee, \$8,215.84; Niklason Masonary, Concrete/Supp, \$3,900.00; Niklason Masonary, Sump Pump Pilot Program, \$550.00; Northern Steel Tanks, Storage Tank Repair, \$13,550.00; Northwestern Energy, Natural Gas, \$26.72; Office Peeps, Supp, \$227.72; Pappas, Sheryl, Conserve/Demand Incentive, \$30.00; Pests B Dead, Pest Control, \$300.00; Portable Tech Solutions, Software, \$2,528.04; Power & Telephone Supply, Inventory, \$13,285.98; Power Product Services, Repair, \$626.23; Prussman Contracting, Sanitary Sewer Manhole Replacement, \$49,299.59; RC First Aid, Supp, \$59.00; Rental Depot, Equip Rental, \$100.99; Resco, Supp, \$256.50; Rients, Shane, Travel, \$49.50; Ron's Auto Repair, Vehicle Maint, \$219.03; Runnings, Supp, \$6,108.88; Safety Benefits, Registration, \$130.00; Sampson, Jim, Conserve/Demand Incentive, \$30.00; Schoon's Pump N' Pak, Gas, \$5,767.74; SD Dept of Health Lab, Testing W-WW Samples, \$1,717.00; SD Dept of Rev, Enhanced 911, \$8,829.80; SD Treasurer, Sales/Excise Tax, \$18,3661.23; SDN Communications, Circuit Lease, \$18,306.20; SDSU Facilities & Service, Electrical Work, \$1,895.35; SHI International, Software Maint, \$904.82; SD One Call, Locate Fee, \$301.35; Springbrook, Credit Card Proc. Fee, \$2,464.45; Sprint, PCS Phone Service, \$257.46; Sturdevant Auto, Supp, \$375.63; Swiftel Communications, Office Phone Bill, \$117,678.91; Swiftel Communications, SCADA Fiber Wiring, \$2,107.11; UPS Store, Freight, \$135.96; Thompson, Ryan, Travel, \$531.20; Tnemec Co, Supp, \$265.26; U.S. Bank National Assoc., 2012 SRF Loan Pymt, \$397,335.98; Uniform & Accessories Warehouse, Supp, \$510.95; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$10,064.30; University Estates, Water Charge Reim, \$3,445.00; USA Bluebook, Supp, \$880.54; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$190.00; Wesco, Supp, \$1,352.80; Xcel Energy/NSP, Utility Bill, \$9.00.

The following are Telephone/Utility Refunds:

AT&T Mobility, \$28.57; Bluegill Inc, \$46.19; Boeck, Reid, \$2.72; Borchardt, Ron, \$29.84; Brehmer, Gene, \$16.91; Broderick, Shawn, \$8.77; Buisker, Nathan, \$397.08; Button, Paige, \$2.72; Campus View Town Homes, \$72.75; Campus View Town Homes, \$37.50; Den-Wil Investments, \$56.93; Eidahl, Austin, \$170.00; Ellis, Dylan, \$355.68; Escamilla, Jacqueline, \$379.47; Goens, Jeremy, \$67.63; Groebner, Benjamin, \$24.36; Gustafson, Brevin, \$10.04; Gustafson, Kimberly, \$25.13; H &

H LLC, \$113.95; Hakinson, Jesse, \$2.20; Hanson, Jacob, \$13.52; Harvey, Myrtle, \$293.63; Hodson, John, \$31.80; Jacobsen, Michael, \$2.72; Krishnan, Kristie, \$75.74; Lackey, Jacob, \$310.00; Lawton, Laura, \$52.53; McBrien, Harley, \$75.41; McDowell, Dyann, \$10.64; Mikkelson, Kailey, \$57.53; Mills Property Mgmt, \$78.72; Mpela, Jean-Marie, \$2.72; Pennell, Benjamin, \$36.85; Pharis, Jacob, \$83.89; Prodoehl, Kyle, \$385.70; Reed, Lyle, \$21.64; SD Video/Ray's Corner, \$27.42; Sederburg, Morgan, \$59.08; Skinner, Shane, \$2.72; Smith, Kale, \$2.72; Southland Court, \$52.90; Staufer, Andrew, \$90.44; Stern, Kaitlyn, \$29.75; Sunny Ridge, \$60.66; VIP Enterprise, \$21.80; Voelker, Marian, \$26.47; Wynia, Tate, \$28.83; Zimmer, Megan, \$27.05.

PERSONNEL INFORMATION

Department Salaries (September): Electric, \$236,724.31; Water, \$97,878.70; Wastewater, \$87,434.77; Telephone, \$341,131.44;

Retirement, \$44,827.79; Social Security, \$53,825.98; Insurance, \$91,358.32; Deferred Comp, \$13,470.08;

Salary Changes: C. Haakinson, \$41.92.

New Hires: J. Miller, \$14.30; D. Weekes, \$23.64.

PUBLIC HEARING ON 2022 BUDGET AND PROPOSED RATE INCREASES

A public hearing was held on the 2022 Budget and proposed rate increases for electric and water. No one appeared and no written complaints were received. The public hearing closed.

REVIEW 2022 BUDGET

Steve Meyer and Laura Julius presented the proposed 2022 Budget for the Board's consideration. No action was taken.

FIRST READING OF ELECTRIC RATE REVIEW

The proposed rate adjustment for electric service was reviewed. Motion was made by Bartels, seconded by Hansen to approve the first reading of the proposed rate adjustment in electric rates. All members present voted in favor of the motion.

FIRST READING OF WATER RATE REVIEW

The proposed rate increase for water service was reviewed. Motion was made by Hawley, seconded by Hansen 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.

EXECUTIVE SESSION

Motion was made by Hansen, 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.

PROPOSED / DISCUSSION OF BMU LOGO

The Board and staff discussed the proposed new design of the BMU logo. No action was taken. The staff will continue to work on this project and come back to the Board at a future meeting.

FINAL PAYMENT ON THE 2021 MANHOLE REPLACEMENT PROJECT

Motion was made by Bartels that the following Resolution No. 24 – 21 be approved.

RESOLUTION NO. 24 - 21

RESOLUTION APPROVING WORK AND AUTHORIZING FINAL PAYMENT ON THE 2021 MANHOLE REPLACEMENT PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$49,299.59 to Prussman Contracting Inc. be approved for the 2021 Manhole Replacement Project.

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

Adopted this 12th day of October, 2021.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

APPLICATION FOR EXTENSION OF WATER MAIN AND CONNECTION INTO THE CITY WATER SYSTEM – 25TH AVENUE & HWY 14 BYPASS

Motion was made by Hawley, seconded by Hansen that the application for extension of water main and connection into the city water system requested by Harms Oil Company on 25th Avenue & Hwy 14 Bypass be approved. 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 October 5, 2021, and presented at this time for consideration and action.

PADMOUNT TRANSFORMERS – ELECTRIC DEPARTMENT

Company	ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 9	ITEM 10
	QTY OF 1	QTY OF 1	QTY OF 3	QTY OF 3	QTY OF 10	QTY OF 20	QTY OF 20	QTY OF 10	QTY OF 3	QTY OF 1
BSE	45 KVA	75 KVA	112.5 KVA	225 KVA	15 KVA	25 KVA	37.5 KVA	50 KVA	75 KVA	100 KVA
	3 Phase	3 Phase	3 Phase	3 Phase	Single Phase	Single Phase	Single Phase	Single Phase	Single Phase	Single Phase
	Non Compliant	Non Compliant	Non Compliant	Non Compliant	Non Compliant	Non Compliant	Non Compliant	Non Compliant	Non Compliant	Non Compliant
IRBY	\$10,023	\$10,602	\$35,016	\$43,728	\$26,760	\$52,260	\$62,160	\$42,700	\$17,034	\$7,851
RESCO	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
WESCO	\$10,056	\$10,404	\$31,854	\$36,741	\$27,410	\$58,120	\$61,560	\$32,890	\$11,451	\$5,056

Motion was made by Bartels, seconded by Hansen that the following low bids be approved: IRBY, Item 1, 1 – 45 KVA 3 Phase Transformer, \$10,023.00; Item 5, 10 – 15 KVA Single Phase Transformers, \$26,760.00; Item 6, 20 – 25 KVA Single Phase Transformers, \$52,260.00; WESCO, Item 2, 1 – 75 KVA 3 Phase Transformer, \$10,404.00; Item 3, 3 – 112.5 KVA 3 Phase Transformers, \$31,854.00; Item 4, 3 – 225 KVA 3 Phase Transformers, \$36,741.00; Item 7, 20 – 37.5 KVA Single Phase Transformers, \$61,560.00; Item 8, 10 – 50 KVA Single Phase Transformers, \$32,890.00; Item 9, 3 – 75 KVA Single Phase Transformers, \$11,451.00; Item 10, 1 – 100 KVA Single Phase Transformer, \$5,056.00; 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

FIRE HYDRANTS, VALVES & RELATED SUPPLIES – WATER DEPARTMENT

Motion was made by Hawley, seconded by Carruthers that authorization be given to advertise for Fire Hydrants, Valves and Related Supplies. All members present voted in favor of the motion.

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.

Motion was made by Hansen, seconded by Hawley to increase the salary of the Executive Vice President/General Manager by 9.8% effective October 1, 2021. All members present voted in favor of the motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President