

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, May 9, 2022, at the Utility Building with the following members present: Bartels, Carruthers, Hansen, Harvey and Hawley.

ADOPTION OF AGENDA

The agenda was adopted.

ELECTION OF OFFICERS

Motion was made by Hawley, seconded by Bartels 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.

MINUTES

Minutes of the regular meeting held April 11, 2022 and the special meeting held April 25, 2022 were read and approved.

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.

Advanced Engineering & Environmental, Engineering Services, \$3,925.65; Advanced Media Tech, Systems/Cabling Inv, \$706.50; Allegra, Printed Supp, \$854.37; AMP Electric, Labor/Supp, \$1,850.50; Anixter, Systems/Cabling Inv, \$68.10; Appeara, Supp, \$114.66; AT & T, Telco Settlement, \$693.25; AT & T Mobility, PCS Phone Service, \$1,895.26; Aureon Network Services, LNP Fees, \$120.00; Authorize.Net, Credit Card Processing Fee, \$176.40; B & B Manure, Sludge Removal, \$6,533.50; Badger Communications, Systems/Cabling Inv, \$9,949.03; Bally Sports North, Contract Fee, \$8,026.24; Bergstrom Mfg, Supp, \$330.00; Bluefin Pymt Systems, Credit Card Processing Fee, \$13,210.64; Bobcat of Brookings, Mini Excavator Repair, \$5,775.20; Border States Elec, Inventory, \$1,360.72; Border States Elec, Supp, \$3,189.15; Border States Elec, Systems/Cabling Inv, \$906.81; Bridle Estates, Sewer Charge Reim, \$5,095.00; Brookings County Title, Land Purchase, \$382,827.50; Brookings Credit Bureau, Delinq. Acct Collection, \$134.88; Brookings Dumpster Service, Sanitation Service, \$478.52; Brookings Engraving, Uniforms, \$244.72; Brookings Utilities, Office Utility Bill, \$51,388.20; Brookings Utilities, Petty Cash, \$90.00; BSG Clearing Solutions, Telco Settlement,

\$31.69; Buhls Dry Cleaners & Linen, Rug/Supp, \$169.70; Calix, Inventory, \$19,706.85; Calix, Supp, \$1,780.02; Carquest Auto, Equip Maint/Supp, \$1,586.98; CCI System, Equipment Support, \$10,969.25; CCI System, ISP Equipment, \$25,154.05; CCI System, Systems/Cabling Inv, \$30,900.52; Central Bank, Employee Recognition, \$273.00; Century Link, Telephone Exp, \$230.91; Chemco Systems, Supp, \$1,187.13; City of Brookings, Contract Fee, \$7,318.07; City of Brookings, Landfill Fee, \$185.02; Civil Design, Engineering Consulting, \$6,062.50; Complete Plumbing, Labor/Supp, \$399.00; ConvergeOne, Maintenance Contract, \$7,312.50; Core & Main, Supp, \$689.30; Courtesy Plumbing, Repair/Supp, \$84.70; Credit Collections Bureau, Delinq. Acct Collection, \$423.18; Culligan, Bottled Water, \$133.50; Dakota Bodies, Service Body, \$18,946.00; Dakota Service, Supp, \$23.67; Dakota Supply Group, Supp, \$1,345.50; Dakota Supply Group, Water Tapping Saddles, \$3,013.64; Dept of the Treasury, Federal Tax, \$5,955.72; DHE, Maintenance Fee, \$1,196.63; Digi-Key, Supp, \$48.19; Ekern Home Equipment, Repair/Supp, \$80.00; Ekern, Jeff, Travel, \$16.50; Ethanol Products, Chemicals, \$1,214.31; Express Communications, Telco Settlement, \$7,519.00; Farmers Implement, Equip Maint, \$774.60; Fastenal, Supp, \$215.28; Flexible Pipe Tool, Supp, \$109.95; Foerster Supply, Supp, \$112.00; Foster, Bob, Travel, \$70.80; G & R Controls, Equip/Maint, \$575.00; Golden West Tech, Tech Support, \$3,993.72; Grainger, Supp, \$448.42; Gray Television Group, Contract Fee, \$19,191.96; Graybar Electric, Supp, \$2,281.51; Hawkins Inc, Chemicals, \$1,550.00; HDR, Inc, Engineering Service, \$462,075.30; Hibu-West, Advertising, \$337.47; Hillyard, Janitorial Supp, \$38.40; Homestead Do It Center, Supp, \$11.99; Hope Haven, Supp, \$2,798.78; Hydro-Klean, Manhole Rehabilitation, \$22,960.00; Industrial Machine & Engineering, Repairs/Supp, \$55.00; Interstate Telecom, Telephone Exp, \$417.66; I-State Truck Center, Vehicle Maint, \$511.22; Jackrabbit Tire, Equip Maint, \$69.99; John Deere Financial, Equip Maint, \$16.00; Kenner Plumbing, Repairs/Supp, \$67.11; Krier & Blain, HVAC Maint, \$1,355.00; Leak Locators of MT, Supp, \$4,513.00; LECA, Assessment, \$2,778.00; Locators & Supplies, Supp, \$136.36; Lumen, Telco Settlement, \$272.22; M & T Fire & Safety, Supp, \$700.00; Martin's Inc, Diesel/Oil, \$3,283.67; Matheson Tri-Gas, Supp, \$315.67; Mediacom, Broadband Service, \$195.68; Mid South Telecom, Repairs/Supp, \$90.00; Midamerican Energy, Utility Bill, \$48.62; Midcontinent, Contract Fee, \$608.58; Midwest Glass, Repair/Supp, \$71.43; Moss Adams LLP, Consulting Service, \$609.00; MVTL Labs, Wastewater Analysis, \$461.00; Napa Auto Parts, Supp, \$352.49; Nardini Fire Equipment, Fire Extinguisher/Maint, \$742.00; Nexstar Broadcasting, Contract Fee, \$9,102.13; Niklason Masonary, Concrete/Supp, \$1,100.00; Northwestern Energy, Natural Gas, \$5,947.63; Novak Sanitary Service, Shredding, \$2,348.56; Nutter, Chris, Travel, \$169.41; Office Peeps, Chair, \$899.00; Office Peeps, Office Furniture, \$5,516.77; Office Peeps, Supp, \$101.68; One Source-Background Check, Employee Verification, \$88.00; OneNeck IT Solutions, Maint Contract, \$3,482.00; Outlaw Graphics, Supp/Uniforms, \$24.00; Perry Electric, Repairs/Supp, \$38.04; Pete Lien & Sons, Chemicals, \$9,065.09; Pizza Ranch, Employee Recognition, \$81.95; Plains Builders Exchange, Membership Dues, \$1,256.00; Ramkota Hotel Watertown, Lodging, \$581.94; Ramsdells, LP Fill, \$133.50; RC First Aid, Supp, \$201.00; RDO Equipment, Equip Maint, \$3,739.42; Reed, Jeff, Travel, \$230.10; Rients, Shane, Analysis, \$49.00; RNT, Banquet Supp, \$136.00; Runnings, Supp, \$3,210.35; Schoon's Pump N' Pak, Gas, \$7,863.78; SD Dept of Rev, Enhanced 911, \$8,768.55; SD Public Utilities Comm, Gross Receipts Tax, \$6,001.66; SD State Treasurer, Comm. Impaired Fee, \$1,867.85; SD Telecom, Assessment, \$11,811.00; SD Treasurer, Sales/Excise Tax, \$159,358.95; SDN Comm, Circuit Lease, \$16,974.38; Sigma-Aldrich, Supp, \$590.36; Sioux Valley Environmental, Chemicals, \$19,665.00; Sixth Street Optical, Safety Glasses, \$350.00; SkillSurvey, Subscription, \$690.00; SD Newspaper Services,

Employment Advertising, \$2,326.39; Springbrook, Credit Card Processing Fee, \$2,295.20; Springbrook Holding, Software Support, \$4,936.00; Sprint, PCS Phone Service, \$180.87; Swiftel Center, Training, \$187.88; Swiftel Communications, Office Phone Bill, \$119,535.80; SwipeClock, Subscription, \$535.50; TCT Network, Contract Fee, \$170.88; Teledynamics, Systems/Cabling Inv, \$380.15; Traffic Control, Supp, \$192.00; Tropical Smoothie Cafe, Employee Recognition, \$179.40; UPS, Freight, \$15.50; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$24,089.48; University Estates, Water Charge Reim, \$3,575.00; USA Bluebook, Supp, \$1,136.69; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$180.50; Wesco, Padmount Transformers, \$7,634.00; Winter Contracting, Raw/Treated Water Pipelines, \$1,132,240.16; WW Tire, Equip Maint, \$145.00; Zep Sales & Service, Supp, \$314.67; Cadence Construction, Refund Check, \$409.72; Grengs, Chase, Refund Check, \$121.68; Ludwig, Alison, Refund Check, \$3.26.

PERSONNEL INFORMATION

Department Salaries (April): Electric, \$206,340.13; Water, \$113,063.59; Wastewater, \$93,765.87; Telephone, \$333,593.15; Retirement, \$43,504.98; Social Security, \$53,164.98; Insurance, \$93,457.26; Deferred Comp, \$13,671.32.

Salary Changes: J. Miller, \$16.82; A. Wakeman, \$16.82; B. Scott, \$30.01; K. Hanson, \$6,847.93; C. Murphy, \$19.70.

New Hire: None.

EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Hansen 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.

BIDS

The following bids were opened and read at 1:30 p.m. on May 3, 2022, and presented at this time for consideration and action.

AWARDING OF BIDS

TELEPHONE DIRECTORY PRINTING SERVICES

Motion was made by Carruthers, seconded by Bartels since only received one bid and it was a non-firm bid, to authorize staff to reject and negotiate contract for Directory Printing Services in accordance with SDCL 5-18A-8 since only one bid was received and it was a non-firm bid. All members in present voted in favor of the motion.

5TH STREET SOUTH PRESSURE REDUCING VAULT INSTALLATION & TELLURIDE LANE WATER MAIN EXTENSION

<u>Contractor</u>	<u>Base Bid</u>	<u>Bid Alternate No. 1</u>	<u>Base Bid Plus Bid Alternate No. 1</u>
Meyers Service Inc.	\$233,035.00	\$ 82,236.50	\$315,271.50
Prussman Contracting	\$269,295.00	\$122,410.00	\$391,705.00
Prunty Construction	\$343,200.00	\$ 78,354.00	\$421,554.00

Motion was made by Hawley, seconded by Carruthers that the following low bid be approved: Meyers Service Inc., 5th Street South Pressure Reducing Vault Installation & Telluride Lane Water Main Extension, \$315,271.50; and, that, after reviewing the contract 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.

PADMOUNTED TRANSFORMERS

The following bids were opened and read at 1:30 p.m. on May 3, 2022, and presented at this time for consideration and action.

Bidder	Bid Bond	ITEM 6	ITEM 7	ITEM 8	ITEM 9	ITEM 10	ITEM 11	ITEM 12
		QTY 5	QTY 20	QTY 30	QTY 30	QTY 18	QTY: 15	QTY 15
		10 KVA	15 KVA	25 KVA	37.5 KVA	50 KVA	75 KVA	100 KVA
		1Phase	1 Phase	1 Phase	1 Phase	1 Phase	1 Phase	1 Phase
		240/120	240/120	240/120	240/120	240/120	240/120	240/120
IRBY	10%	*\$28,560	*\$120,220	*\$202,350	*\$242,610	*\$172,782	*\$160,710	*\$207,765
WESCO	10%	\$19,975	\$77,200	\$134,640	\$150,660	\$101,070	\$96,600	\$143,460

Motion was made by Carruthers, seconded by Bartels that the bid received by Irby be rejected due to non-compliance. All members present voted in favor of the motion.

Motion was made by Carruthers, seconded by Hansen that the following low bids be approved: WESCO, Item 6, 5 – 10 KVA Single Phase Transformers, \$19,975.00; Item 7, 20 – 15 KVA Single Phase Transformers, \$77,200.00; Item 8, 30 – 25 KVA Single Phase Transformers, \$134,640.00; Item 9, 30 – 37.5 KVA Single Phase Transformers, \$150,660.00; Item 10, 18 – 50 KVA Single Phase Transformers, \$101,070.00; Item 11, 15 – 75 KVA Single Phase Transformers, \$96,600.00; Item 12, 15 – 100 KVA Single Phase Transformers, \$143,460.00; and, that, after reviewing the contract 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.

ELECTRIC STRATEGIC PRIORITIES DISCUSSION

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

QUARTERLY FINANCIAL REVIEW

Laura Julius, Financial & IT Manager, presented a quarterly financial review of first quarter 2022.

AUTHORIZATION TO PRE-SELECT THE LIME BATCH FEED SYSTEM EQUIPMENT AND SODA ASH BATCH FEED SYSTEM EQUIPMENT AND INCORPORATE INTO THE DESIGN OF THE NEW WATER TREATMENT PLANT

Motion was made by Carruthers that the following Resolution No. 8-22 be approved contingent upon a bid security.

RESOLUTION NO. 8 – 22

RESOLUTION AUTHORIZING PRESELECTING LIME BATCH FEED SYSTEM EQUIPMENT AND SODA ASH BATCH FEED SYSTEM EQUIPMENT

WHEREAS, Brookings Municipal Utilities (BMU), is currently designing a new lime-softening 34th Avenue Water Treatment Plant (WTP), and

WHEREAS, the lime batch feed system equipment and soda ash batch feed system equipment are integral pieces of equipment for the lime softening process, and

WHEREAS, there are multiple equipment manufacturers and different styles of lime and soda ash feed equipment; and

WHEREAS, it is highly advantageous to design the WTP building, plumbing, electrical, and controls around the specific lime and soda ash feed equipment; and

WHEREAS, the South Dakota Department of Agriculture and Natural Resources (SD DANR) and State Revolving Fund (SRF) program allows a pre-selection process for equipment selection and meeting competitive bidding processes, in accordance with SDCL 5-18A-6.

NOW BE IT RESOLVED that BMU hereby authorizes its Executive Vice President/General Manager to authorize pre-selection of the lime batch feed system equipment and soda ash batch feed system equipment and incorporate into the design of the new water treatment plant;

Adopted this 9th day of May, 2022.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

The motion was seconded by Hawley. On roll call, four voted YES, one vote No.
Motion carried.

AUTHORIZATION TO SOLICIT BIDS

SOUTHWESTERN INTERCEPTOR – PHASE 2A

Motion was made by Carruthers, seconded by Hansen that authorization be given to advertise for bids for the Southwestern Interceptor – Phase 2A. All members present voted in favor of the motion.

EXECUTIVE SESSION

Motion was made by Bartels, seconded by Hawley 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