

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, June 13, 2022, at the Utility Building with the following members present: Bartels, Carruthers, Hansen and Hawley. Absent: Harvey.

### ADOPTION OF AGENDA

The agenda was adopted.

### MINUTES

Minutes of the regular meeting held May 9, 2022 and May 23, 2022 were read and approved.

### APPROVAL OF BILLS AND CLAIMS

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

Access Health-Brookings, Drug Screening, \$219.00; Advance Auto Parts, Supplies, \$258.29; Advanced Engineering & Environmental, Engineering Services, \$795.00; Advanced Process Solutions, Supp, \$929.00; AgFirst, Supp/LP, \$265.91; Allegra, Printed Supp, \$27.78; Anixter, Supp, \$222.95; Anixter, Systems/Cabling, \$126.90; A-Ox Welding, Supp, \$43.12; Approved Networks, Transceivers, \$453.31; ARS, a Tecta American Co, Roof Repair, \$239.80; AT & T, Telco Settlement, \$684.10; AT & T Mobility, PCS Phone Service, \$1,920.82; Authorize.Net, Credit Card Proc. Fee, \$177.65; Avera Medical Group, Drug Screening, \$33.50; Axtell, Nic, Travel, \$17.70; Backyard Grill, Meeting Supp, \$126.00; Badger Comm, Systems/Cabling, \$2,657.71; Bally Sports North, Contract Fee, \$8,104.64; Bendix, Copier Maint, \$1,473.52; Blinds by Nancy, Blinds, \$4,077.00; Bluebeam, Annual Maint, \$3,671.60; Bluefin Pymt Systems, Credit Card Proc Fee, \$14,105.92; Bobcat of Brookings, Supp/Equip Rental, \$1,771.45; Border States Elec, Supp, \$15,231.47; Border States Elec, Systems/Cabling, \$82,286.16; Bridle Estates, Sewer Charge Reim, \$5,095.00; Brookings Conservation Dist, Grass Seed/Planting, \$450.00; Brookings County Finance, County Maps, \$7,462.50; Brookings County Sheriff, Sheriff's Fee, \$55.00; Brookings Credit Bureau, Delinq. Acct Collection, \$389.77; Brookings Dumpster, Sanitation Service, \$328.22; Brookings Engraving, Signs/Engraving, \$21.00; Brookings Utilities, Office Utility Bill, \$50,154.68; Brookings Utilities, Petty Cash, \$30.00; Brookings Radio, Advertising, \$1,500.00; Brookings Register, Advertising/Legals, \$377.68; BSG Clearing Solutions, Telco Settlement, \$33.25; Buhls Dry Cleaners & Linen, Rug/Supp, \$169.70; Business Track, Credit Card Proc Fee, \$667.84; Carquest, Equip Maint/Supp, \$162.96; CCI System, Systems/Cabling, \$3,720.50; CDW Government, Computer Supp/Support, \$1,846.31; CDW Government, Systems/Cabling, \$3,832.68; CE Power, Relay Testing, \$2,707.00; Cemcast Pipe & Precast, Supp, \$1,948.40; Central Bank, Employee Recog,

\$699.00; Century Business Products, Copier Maint, \$1,345.55; Century Link, Tele Exp, \$71.94; City of Brookings, Contract Fee, \$7,336.09; City of Brookings, Landfill Fee, \$12,111.47; Civil Design, Engineering Consulting, \$1,477.50; Click Rain, Website Development, \$10,500.00; Construction Products & Consultants, Scissor Lift Repair, \$349.76; Core & Main, Fire Hydrants, \$28,895.60; Core & Main, Gate Valves, \$17,510.05; Core & Main, Supp, \$5,326.49; Courtesy Plbg, Repair/Supp, \$124.80; Credit Collections Bureau, Delinq. Acct Collection, \$550.85; Culligan, Bottled Water, \$56.50; Dakota Supply Group, Supp, \$578.72; DANR, Annual Water Fee, \$6,650.00; Dave's Window Cleaning, Window Service, \$154.00; DeBeer Small Engine Repair, Equip Maint, \$18.79; Dept of the Treasury, Fed Tax, \$7,653.49; DGR Engineering, Engineering Service, \$5,680.00; DHE, Maint Fee, \$1,196.63; Directory Resources, Software Maint, \$1,250.00; Ditch Witch, Equip Maint, \$804.00; Einspahr Auto Plaza, Vehicle Maint, \$1,796.26; Ekern, Jeff, Travel, \$82.50; Ekern, Jeff, Gas, \$76.53; Electric Pump, Lift Station Repair, \$335.68; Ethanol Products, Chemicals, \$1,297.99; Express Communications, Telco Settlement, \$8,889.03; Farmers Implement, Equip Maint, \$8.91; Fastenal, Supp, \$59.36; Federal Communications Comm, Tariff Filing, \$3,270.00; Flexible Pipe Tool, Supp, \$2,891.05; Foerster Supply, Supp, \$507.99; Franz Reprographics, Supp, \$161.02; Frontier Precision, Survey Equip, \$463.75; Golden West, Tech Support, \$9,441.78; Goldfield Telecom, Annual Support, \$14,607.95; Goldfield Telecom, Supp, \$2,721.19; Grainger, Uniforms, \$391.26; Gray Television Group, Contract Fee, \$19,308.78; Graybar Electric, Supp, \$4,711.86; Hawkins Inc, Chemicals, \$2,699.50; HDR, Engineering Service, \$427,109.30; Hibu-West, Advertising, \$344.00; Homestead Do It Center, Supp, \$368.25; Hometown Service & Tire, Vehicle Maint, \$30.00; Industrial Machine & Engineering, Repairs/Supp, \$230.00; Interstate All Battery Center, Supp, \$5,319.24; Interstate Telecom, Tele Exp, \$377.96; Jackrabbit Tire, Equip Maint, \$1,205.00; Jimmy Johns, Meeting Supp, \$88.25; John Deere Financial, Equip Maint, \$26.22; Julius, Laura, Water, \$5.98; Kindt, Scott, Travel, \$164.90; KorTerra, Locate Ticketing Software, \$3,500.00; Kuechenmeister, Mark, CDL License, \$33.00; L G Everist, Quartzite, \$767.09; Lowe's, Supp, \$1,873.69; Lowe's, Systems/Cabling, \$208.02; Lumen, Telco Settlement, \$272.22; M & T Fire & Safety, Supp, \$568.65; MacDoctors, Tablet, \$473.25; Malloy Bearing Supply, Repairs/Supp, \$490.00; Marsh & McLennan Agency, Contractor Bond, \$250.00; Martin's Inc, Diesel/Oil, \$5,072.54; Matheson Tri-Gas, Supp, \$232.19; Maximum Promotions, Flags/Repair, \$164.30; McGrath North Mullin & Kratz, Legal Service, \$1,932.00; Metaswitch Networks, Licenses, \$5,148.00; Midamerican Energy, Utility Bill, \$11.71; Midcontinent, Contract Fee, \$598.92; Midwest Glass, Repair/Supp, \$42.50; Millborn Seeds, Grass Seed/Fertilizer, \$1,320.00; Missouri River Energy Services, Supp Power, \$909,904.24; Missouri River Energy Services, WAPA Allocation, \$214,033.47; MVTL Labs, Wastewater Analysis, \$589.50; Napa Auto Parts, Supp, \$274.69; Nelson, Brian, Travel, \$29.40; Nexstar Broadcasting, Contract Fee, \$9,158.85; Northwestern Energy, Natural Gas, \$329.55; Novak Sanitary Service, Shredding, \$1,534.31; Office Peeps, Supp, \$1,135.38; Oil Price Information Service, Publication, \$459.00; One Source-Background Check, Employee Verification, \$348.30; Party Depot, Supp, \$16.96; Perry Electric, Repairs/Supp, \$156.87; Pests B Dead, Pest Control, \$160.00; Pete Lien & Sons, Chemicals, \$14,222.98; Pivot Group, Consulting Service, \$6,285.00; Pizza Ranch, Employee Recog, \$49.28; Prairie Graphics, Supp/Uniforms, \$79.00; Prussman Contracting, Asphalt, \$2,913.38; Qdoba, Employee Recognition, \$157.00; Ramsdells, LP Fill, \$63.30; Resco, Supp, \$1,265.70; Rients, Shane, Travel, \$230.10; Runnings, Supp, \$4,548.63; Schoon's Pump N' Pak, Gas, \$9,507.84; Schuchards Trailer Sales, Mini Excavator Trailer, \$15,791.75; Schwartz Manure Hauling & Septic Service, Sludge Removal, \$1,360.00; SD Dept of Rev, Enhanced 911, \$8,663.20; SD

Treasurer, Sales/Excise Tax, \$156,806.81; SDN Communications, Circuit Lease, \$20,868.59; Sioux Falls Utilities, Utility Bill, \$49.10; Sioux Valley Energy, Dispatching Service, \$726.00; SD Newspaper Services, Employment Advertising, \$306.95; SD One Call, Locate Fee, \$659.40; Springbrook, Credit Card Processing Fee, \$2,160.45; Springbrook Holding, Software Support, \$4,875.00; Sprint, PCS Phone Service, \$175.87; Stuart C. Irby, Supp, \$471.30; Sturdevant Auto, Supp, \$144.46; Swanson, Todd, Travel, \$17.70; Swiftel Communications, Office Phone Bill, \$118,205.44; T & R Electric, Repair/Supp, \$110.00; TCT Network, Contract Fee, \$171.92; Teledynamics, Systems/Cabling Inv, \$571.68; UPS Store, Freight, \$180.64; Titan Machinery, Equip Maint, \$482.75; T-Mobile USA, Tower Rent Reim, \$1,980.00; Travel Leaders, Air Fare, \$3,144.40; True North Steel, Supp, \$1,100.16; UPS, Freight, \$78.04; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$24,089.48; University Estates, Water Charge Reim, \$3,575.00; US Postmaster-Bkgs, Annual Permit Fee, \$556.00; USA Bluebook, Supp, \$1,486.67; Vander Wal, Todd, Travel, \$17.70; Vantage Point Solutions, Engineering Consulting, \$1,485.00; Verimatrix, Annual Maint, \$11,103.60; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$180.50; Wesco, Padmount Transformer, \$3,078.00; Winter Contracting, Raw/Treated Water Pipelines, \$594,124.10; Worldpay, Credit Card Processing Fee, \$7,304.65; WW Tire, Equip Maint, \$217.49; Xcel Energy/NSP, Utility Bill, \$27.21; Xerox, Copier Maint, \$5.64; Young Door Service, Labor/Repair, \$295.92.

The following are Telephone/Utility Refunds:

Athletic/HPER, \$13.22; Bludorn Ventures, \$80.56; Church, Kalianna, \$149.19; Dummermuth, Cole, \$505.00; East River Homes, \$127.71; Equity Trust FBO Lance Koenders Ira, \$68.72; Fujii, Taiji, \$119.10; Namanny, Ty, \$10.71; Office of Energy Assistance, \$930.10; Regency Homes, \$69.22.

### PERSONNEL INFORMATION

Department Salaries (May): Electric, \$257,833.02; Water, \$117,435.70; Wastewater, \$103,408.53; Telephone, \$346,288.81;

Retirement, \$47,682.00; Social Security, \$59,590.35; Insurance, \$92,611.37; Deferred Comp, \$14,059.18;

Salary Changes: C. May, \$32.86; A. Haberman, \$39.96; T. Vander Wal, \$9,173.03;

New Employees: T. Cook, \$16.82; D. Kimball, \$16.82; D. Kocak, \$15.56; B. Roybal, \$16.82; J. Schoon, \$16.82; K. Woodell, \$16.04; S. Minor, \$16.04; M. Redmond, \$16.04; K. McClain, \$16.04; D. Brutty, \$18.73; L. Kreger, \$18.73; S. Kuno, \$16.04; Z. Whitlock, \$18.73.

### EXECUTIVE SESSION

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

SURPLUS EQUIPMENT TO BE SOLD – TELECOMMUNICATIONS FIBER

Motion was made by Hawley that the following Resolution No. 9-22 be approved.

RESOLUTION NO. 9 – 22

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:

Fiber Optic cable (24 fiber strands) located underground adjacent to the Dell Rapids exit (Exit 98 along I-29).

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 13<sup>th</sup> day of June, 2022.

ATTEST:

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Seth Hansen, Secretary

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Doug Carruthers, Vice President

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

DECLARE AN EMERGENCY STATUS FOR TRANSMISSION SYSTEM REPAIRS

Motion was made by Hawley that the following Resolution No. 10-22 be approved.

RESOLUTION NO. 10 - 22

RESOLUTION AUTHORIZING EMERGENCY PROCUREMENT

WHEREAS, as a result of the recent Derecho storm on May 12, 2022, Brookings Municipal Utilities sustained significant damage to the 115 KV transmission system. Initial damages included five broken poles and six poles that were leaning significantly. After further inspection, BMU

crews identified at least six additional poles and numerous pieces of hardware that sustained significant damage as a result of the storm; and

WHEREAS, in the immediate aftermath of the storm, the entire city of Brookings was without power due to transmission damages experienced by BMU and the Western Area Power Administration (WAPA). BMU had three broken poles along 8<sup>th</sup> St So and 34<sup>th</sup> Ave that fell into the road and presented a serious concern for public safety and welfare. BMU crews took immediate action and barricaded the road to prevent additional damage or injury. The size of poles and nature of the work did not allow BMU crews to safely handle the repair work; and

WHEREAS, staff reached out to several transmission contractors to check on crew availability; almost all contractors were already responding to other transmission line damages across the state. Highline Construction was chosen based on crew and equipment availability as well as their experience in being able to safely handle this type of repair work. Highline Construction crews arrived as soon as they were available and performed the emergency repair work from May 23-26; and

WHEREAS, BMU crews have identified six additional poles that sustained significant damage as a result of the storm and are no longer structurally sound. Crews also identified several pieces of hardware, included insulators and switches, that sustained damage. These damages need urgent repair to reduce the risks of impending outages in the near future. The remaining pole replacements and hardware repairs are subject to material lead times and will be performed by a contractor as soon as the necessary material is received; and

WHEREAS, SDCL 5-18A-9 requires the Board to make a written determination that the repairs described above were the result of an emergency; and

NOW THEREFORE, BE IT RESOLVED the Board finds that the May 12, 2022 Derecho storm event created a threat to public health and safety requiring urgent action to alleviate the situation.

BE IT FURTHER RESOLVED staff employment of Highline Construction is approved and payment of their charges is hereby authorized; and staff is further authorized to complete the additional repairs itemized above without requiring such work to be bid.

Adopted this 13<sup>th</sup> day of June, 2022.

ATTEST:

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Seth Hansen, Secretary

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Doug Carruthers, Vice President

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

DECLARE AN EMERGENCY STATUS FOR WWTF ROOF REPAIR

Motion was made by Hansen that the following Resolution No. 11-22 be approved.

RESOLUTION NO. 11 - 22

RESOLUTION AUTHORIZING EMERGENCY PROCUREMENT

WHEREAS, as a result of the recent Derecho storm on May 12, 2022, Brookings Municipal Utilities sustained significant damage to the pretreatment building roof at the wastewater treatment plant. In efforts to prevent additional damage that would interfere with the safe operation of the wastewater treatment facility, BMU staff authorized MJ Dalsin Roofing and Sheetmetal to perform the urgent repair work. BMU received estimates from three companies and the contractor was chosen based on availability and cost, in that order of priority. The estimated cost was \$144,706.00; and

WHEREAS, SDCL 5-18A-9 requires the Board to make a written determination that the repairs described above were the result of an emergency; and

NOW THEREFORE, BE IT RESOLVED the Board finds that the May 12, 2022 Derecho storm event created a threat to public health and safety requiring urgent action to alleviate the situation.

BE IT FURTHER RESOLVED that the pretreatment building roof repairs by MJ Dalsin Roofing and Sheetmetal is approved and payment of their charges is hereby authorized; staff is authorized to proceed with the roof repair without requiring such work to be bid.

Adopted this 13<sup>th</sup> day of June, 2022.

ATTEST:

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Seth Hansen, Secretary

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Doug Carruthers, Vice President

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

BIDS

AUTHORIZATION TO SOLICIT BIDS

UNDERGROUND CABLE – ELECTRIC DEPARTMENT  
SWITCHGEAR – ELECTRIC DEPARTMENT

Motion was made by Hawley, seconded by Bartels that authorization be given to advertise for bids for Underground Cable and Switchgear. All members present voted in favor of the motion.

## STREET LIGHT POLES AND FIXTURES – ELECTRIC DEPARTMENT

Motion was made by Bartels, seconded by Hansen that authorization be given to advertise for bids for Street Light Poles and Fixtures. All members present voted in favor of the motion.

## EAST WATER PLANT GENERATOR – WATER DEPARTMENT

Motion was made by Hansen, seconded by Bartels that authorization be given to advertise for bid for an East Water Plant Generator. 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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Doug Carruthers, Vice President