

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 8, 2022, at the Utility Building with the following members present: Bartels, Hawley and Harvey. Absent: Carruthers and Hansen.

### ADOPTION OF AGENDA

The agenda was adopted.

### MINUTES

Minutes of the regular meeting held July 12, 2022 and July 26, 2022 were read and approved.

### APPROVAL OF BILLS AND CLAIMS

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

605 Custom Design LLC, Uniforms, \$2607.00; A-I Computer Solutions Of Brookings Inc, Supplies, \$279.98; Allegra, Printed Supplies, \$855.34; American Fence Company of SD, Gate Openers, \$15741.87; AMP Electric Construction Inc, Labor/Supplies, \$98.19; Appeara, Supplies, \$57.33; AT & T, Telco Settlement, \$918.68; AT & T Mobility, PCS Phone Service, \$2731.56; Authorize.Net, Credit Card Processing Fee, \$175.75; Bally Sports North, Contract Fee, \$8128.16; Bluefin Payment Systems, Credit Card Processing Fee, \$8931.69; Bobcat Of Brookings, Supplies/Equipment Rental, \$43.55; Border States Elec Supply, Supplies, \$4700.84; Border States Elec Supply, Systems/Cabling Inv, \$1632.43; Border States Elec Supply, Uniforms, \$8292.48; Bowes Construction Inc, Asphalt, \$1177.25; Bridle Estates, Sewer Charge Reimbursement, \$5049.00; Brookings Auto Mall, Vehicle Maintenance, \$1238.02; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$133.59; Brookings Dumpster Service, Sanitation Service, \$478.52; Brookings Engraving, Signs/Engraving, \$24.00; Brookings Engraving, Uniforms, \$879.86; Brookings Municipal Utilities, Office Utility Bill, \$57584.58; Brookings Municipal Utilities, Petty Cash, \$40.00; BSG Clearing Solutions, Telco Settlement, \$33.61; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$169.70; Business Track, Credit Card Processing Fee, \$8695.82; Calix Inc., Inventory, \$71932.07; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$872.48; CDW Government Inc, Computer Supplies/Support, \$2434.43; Century Business Products, Copier Maintenance, \$51.20; Century Link, Telephone Expense, \$151.63; Cisco Systems, Inc, Software, \$2209.63; City of Brookings, Contract Fee, \$7292.44; City of Brookings Landfill, Landfill Fee, \$30.90; Civil Design Inc, Engineering Consulting, \$3082.50; Clark Drew Construction Inc, Valley Gutter Repair, \$326.53; Complete Plumbing Inc., Labor/Supplies, \$1333.32; Cook, Tanner, Travel, \$88.50; Core & Main, Coupling Adapters, \$2995.96; Core & Main, Gate Valves, \$88710.12; Core & Main, MJ Tees, \$1234.41; Core & Main, Sump Pump Program, \$3453.02; Core & Main, Supplies, \$5612.26; Core & Main,

Water Main, \$11289.60; Courtesy Plumbing Inc., Repair/Supplies, \$1075.70; Courtesy Plumbing Inc., Sump Pump Program, \$38.95; Credit Collections Bureau, Delinq. Account Collection, \$547.04; Culligan of Brookings, Bottled Water, \$113.75; Dakota Bodies LLC, Supplies, \$111.23; Dakota Fluid Power Inc, Maintenance/Supplies, \$283.75; Dakota Supply Group, Inventory, \$15578.47; Dakota Supply Group, Supplies, \$4014.43; Dakota Supply Group, Systems/Cabling Inv, \$84.19; Dave's Window Cleaning, Inc, Window Service, \$70.00; Dept Of The Treasury, Federal Tax, \$5881.51; DGR Engineering Inc, Engineering Service, \$8651.00; DHE, LLC, Maintenance Fee, \$1196.63; Directory Resources Co LLC, Software Maintenance, \$1250.00; Ditch Witch UnderCon, Locators, \$20280.32; Ditch Witch UnderCon, Work Equip Maintenance, \$313.70; Ekern, Jeff, Travel, \$35.40; Ethanol Products LLC, Chemicals, \$690.30; Express Communications, Inc., Telco Settlement, \$9570.25; Fastenal Company, Supplies, \$53.94; Ferguson Waterworks #2516, Supplies, \$3287.19; Flexible Pipe Tool Co, Supplies, \$2290.00; Franz Reprographics, Copier Maintenance, \$200.70; G & R Controls, Equipment Repair, \$4830.52; Golden West Technologies Inc., Tech Support, \$4026.35; Goldfield Telecom LC, Supplies, \$228.40; Grainger, Supplies, \$202.68; Gray Television Group Inc, Contract Fee, \$19452.53; Graybar Electric Company, Supplies, \$2188.30; Graybar Electric Company, Systems/Cabling Inv, \$1434.88; Hawkins Inc, Chemicals, \$11226.61; Hawkins Inc, Supplies, \$1558.56; Hawley, Spence, Travel, \$126.40; HDR, Inc, Engineering Service, \$171544.90; High Point Networks, Software/Maintenance, \$15219.00; Hillyard/Sioux Falls, Sweeper Repair, \$132.75; Hometown Service & Tire LLC, Vehicle Maintenance, \$224.00; HP Inc., Computer Equipment, \$200.00; Iconectiv, LLC, LNP Fee, \$1492.94; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$515.00; Interstate All Battery Center, Supplies, \$27.00; Interstate Telecommunications Cooperative, Telephone Expense, \$371.62; Kimbal, Dan, Travel, \$53.10; Kocak, Dillion, Travel, \$91.88; Kruse, Isaac, Travel, \$129.80; Lewis Drug Inc, Supplies, \$20.43; Lowe's, Supplies, \$16.47; Lumen, Telco Settlement, \$272.22; Mack, Brayton, Travel, \$106.20; Martin's Inc, Diesel/Oil, \$2287.39; Matheson Tri-Gas Inc, Supplies, \$228.67; Mathison, Scott, Travel, \$129.80; Mccaa, Mary, Conserve/Demand Incentive, \$200.00; Merchant Job Training & Safety Inc, Training Materials, \$550.00; Mid South Telecom, Systems/Cabling Inv, \$171.00; Midamerican Energy, Utility Bill, \$11.75; Midcontinent Comm., Contract Fee, \$592.02; Midwest Glass LLC, Repair/Supplies, \$499.59; Midwest Hoop Confinement, Hoop Barn Cover, \$16545.49; Millborn Seeds Inc, Grass Seed/Fertilizer, \$600.00; Millennium, Fiber Cable, \$2900.00; MVTL Laboratories Inc., Wastewater Analysis, \$2305.60; Nexstar Broadcasting, Inc., Contract Fee, \$9225.48; North Central International, Inc., Equipment/Maintenance, \$778.63; Northwestern Energy, Natural Gas, \$18.14; Office Peeps Inc, Supplies, \$870.59; One Source - The Background Check Company, Employee Verification, \$108.00; Paragon Health & Wellness, Drug Screening, \$490.00; PE Group, Engineering Consulting, \$6195.00; Pete Lien & Sons Inc, Chemicals, \$12818.95; Peterson, Becky, Meeting Supplies, \$190.74; PFC Equipment, Inc., Supplies, \$3003.06; Pizza Ranch, Employee Recognition, \$86.24; Prussman Contracting Inc, Electric Feeder, \$3236.39; RC First Aid, Supplies, \$170.50; Reed, Jeff, Travel, \$88.50; Resco, Aluminum Street Light Poles, \$37065.00; Resco, Box Pads, \$5349.06; Rients, Shane, Travel, \$212.40; Riverside Technologies, Inc., Laptop, \$2700.00; Robby's Auto Shop, Vehicle Maintenance, \$926.32; Roybal, Bailey, Travel, \$53.10; Runnings, Supplies, \$2640.85; Schmitt, Brennen, Conserve/Demand Incentive, \$25.00; Schoon, Jacob, Travel, \$88.50; Schoon's Pump N' Pak, Vehicle Gasoline, \$12137.26; SD Dept of Environ & Nat, Certification, \$60.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$469.00; SD Dept of Rev, Enhanced 911, \$8631.35; SD Telecom Association, Assessment, \$11811.00; SD Treasurer, Sales/Excise Tax,

\$200128.70; SDN Communications, Annual Fiber Maintenance, \$3992.00; SDN Communications, Circuit Lease, \$2346.50; South Dakota Newspaper Services. Inc, Employment Advertising, \$450.22; South Dakota One Call, Locate Fee, \$551.25; Springbrook, Credit Card Processing Fee, \$2073.18; Sprint PCS, PCS Phone Service, \$148.81; Steffen, Bryce, Travel, \$129.80; Stuart C. Irby, Supplies, \$1035.00; Sturdevant Auto Supply, Supplies, \$143.03; Sweeney Controls Company, Repair/Labor, \$1516.00; Swiftel Communications, Office Phone Bill, \$120023.18; SwipeClock LLC, Subscription, \$535.50; TCT Network, Contract Fee, \$173.20; Tessier's Inc, Repairs/Supplies, \$762.00; The UPS Store, Freight, \$366.16; Thomson Reuters - West, SDCL Publications, \$136.32; United Parcel Service, Freight, \$31.00; United States Postal Service, Postage, \$9000.00; University Estates, Water Charge Reimbursement, \$3510.00; USA Bluebook, Supplies, \$296.56; Vermeer High Plains, Supplies, \$474.12; Volkers, Jason, Travel, \$129.80; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$180.50; Wesco, Supplies, \$1500.00; Winter Contracting, LLC, Raw/Treated Water Pipelines, \$81814.88; WW Tire Service Inc, Work Equipment Maintenance, \$531.84; Xcel Energy/NSP, Utility Bill, \$28.56; BJORKLUND CONSTRUCTION, Refund Check, \$26.49; BLUEGILL INC, Refund Check, \$8.05; BOSLER, ALEX, Refund Check, \$96.68; HOFFMAN, CHELSI, Refund Check, \$135.63; SOUTH BRIAR APTS, Refund Check, \$45.37; TEMPT LLC, Refund Check, \$33.32; WASESCHA, JULIETTE, Refund Check, \$122.64; ZOKOU, MOISE-AIME & CHANTEL, Refund Check, \$3.87.

#### PERSONNEL INFORMATION

Department Salaries (July): Electric, \$238,741.80; Water, \$105,773.86; Wastewater, \$104,609.13; Telephone, \$328,798.63;

Retirement, \$44,203.73; Social Security, \$56,140.33; Insurance, \$92,612.84; Deferred Comp, \$13,301.87;

Salary Changes: H. Beynon, \$23.59; J. Borns, \$37.61; K. Briggs, \$45.37; J. Christenson, \$26.80; T. Cook, \$17.32; T. Dahmen, \$43.18; B. Drexler, \$45.37; J. Ekern, \$37.61; K. Gerdes, \$23.59; C. Grimsley, \$15.02; J. Horst, \$41.16; K. Jensen, \$30.16; D. Kimball, \$17.32; S. Kindt, \$43.18; J. Kleinemas, \$41.16; D. Kocak, \$16.02; J. Kriese, \$39.09; D Kruse, \$39.09; J. Larson, \$41.16; J. Lenander, \$20.02; J. Lounsbery, \$37.61; B. Mack, \$17.32; T. McLaughlin, \$25.97; M. Menken, \$37.61; B Nelson, \$37.61; J. Owen, \$23.09; D. Patrick, \$24.35; J. Reed, \$37.61; S. Rients, \$34.14; B. Roybal, \$17.32; J. Schoon, \$17.32; C. Strand, \$41.16; L. Swenson, \$34.14; A. Wakeman, \$17.32; M. Beynon, \$37.61; A. Brech, \$24.80; D. Denison, \$32.54; J. Hanson, \$39.09; E. Henningsen, \$37.61; T. Hohn, \$39.09; J. Jensen, \$32.54; T. Koch, \$37.14; D. Loban, \$31.00; C. May, \$33.85; K. McClain, \$16.52; T. McClain, \$25.46; R. Meyer, \$32.54; K. Woodell, \$16.52; S. Minor, \$16.52; D. Nemitz, \$18.26; M. Page, \$31.00; B. Peterson, \$31.00; M. Redmond, \$16.52; B. Scott, \$30.91; N. Vandersnick, \$32.54; M. Volkers, \$34.14; D. Weekes, \$27.90; R. Wendland, \$32.54; J. Axtell, \$34.90; T. Bruna, \$28.72; W. Clark, \$34.90; B. Goodfellow, \$16.02; M. Hageman, \$21.23; T. Hietpas, \$16.02; C. Koerlin, \$21.36; J. McKibben, \$28.72; T Mumby, \$23.59; C. Murphy, \$20.29; J. Nielsen, \$22.52; J. Nutter, \$23.599; C. Otis, \$19.22; K. Resmen, \$15.02; L. Sebring, \$27.34; M. Stearns, \$19.13; D. Steege, \$43.18; S. Stulken, \$24.74; S. Thelen, \$23.59; D. Wakeman, \$39.09; N. Axtell, \$46.27; D. Brutty, \$24.11; C. Carpenter, \$24.11; M. Collins, \$43.18; D. DesLauriers, \$41.16; L. Dickey,

\$41.16; A. Egeberg, \$29.51; R. Foster, \$41.16; A. Haberman, \$41.16; B. Halvorson, \$29.51; S. Hinricher, \$29.51; L. Kreger, \$19.29; I. Kruse, \$41.16; S. Kuno, \$16.52; J. Ladegaard, \$22.78; N. Maher, \$26.80; S. Mathison, \$25.82; R. Meyer, \$16.52; J. Millard, \$41.16; C. Nutter, \$41.16; W. Olson, \$16.52; B. Pedersen, \$41.16; M. Robinson, \$39.10; T. Rymerson, \$23.59; C. Sandmeier, \$37.61; B. Steffen, \$41.16; T. Swanson, \$46.27; V. Voegeli, \$41.16; J. Volkers, \$41.16; M. Vrchota, \$41.16; Z. Whitlock, \$19.29; A. Zaug, \$29.51;

New Employees: O. Brown, \$16.02; J. Reller, \$20.70; M. Stearns, \$18.58; J. Wagner, \$24.23 J. Ladegaard, \$22.12; K Hougland, \$26.80;

### EXECUTIVE SESSION

Motion was made by Hawley, seconded by Bartels 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.

The Board reconvened in open session.

### QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of second quarter 2022.

### REVIEW OF 2023 CAPITAL IMPROVEMENT PROGRAM

The staff presented the proposed 2023 Capital Improvement Program for all funds. No action was taken.

### SURPLUS TELECOMMUNICATIONS AND IT EQUIPMENT

Motion was made by Hawley that the following Resolution No. 13-22 be approved.

#### RESOLUTION NO. 13 – 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:

Description	Quantity
Set-Top-Boxes and Hardware	144
Set-Top-Box Remote Controls	251
Paradyne DSL Modems	99
Comtrend Modems - version 2	22
Comtrend Modems - version 1	14

Wireless Access Point	16
Media Converters	31
Miscellaneous, Jacks, Faceplates	47
8-Port Switch (100M) + 5P Gig-1	38
D-Link Wi-Fi & Linksys router	2
Miscellaneous inside cable (ft)	1159
ONT UPS	4
CS540 Plantronics Headset	4
Yellow Tip STB Power Cords	107

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 for destruction in accordance with the provision of SDCL 6-13.

Adopted this 8<sup>th</sup> day of August, 2022.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

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

BIDS

AWARDING OF BIDS

BROOKINGS EAST WTP GENERATOR & TRANSFER SWITCH

	Bid Schedule A	Bid Schedule B	Bid Schedule B Alt.
Butler Machinery (Caterpillar)	\$98,270.00	\$311,425.00	\$398,950.00

Motion was made by Bartels, seconded by Hawley that Bid Schedule A in the amount of \$98,270.00 and Bid Schedule B in the amount of \$311,425.00 from Butler Machinery be approved for the East WTP Generator & Transfer Switch for the Water Department; 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.

BMU RAW & TREATED WATER PIPELINES – PHASE 2 PROJECT

	Bid Schedule A	Bid Schedule B	Bid Schedule C	Bid Schedule D
Winter Contracting LLC	\$10,347,977.85	\$663,992.00	\$255,545.75	\$32,189.00
Bowes Contracting Inc.	\$10,362,325.56	\$725,629.25	\$229,985.10	\$30,027.70
H&W Contracting	\$10,682,842.57	\$701,455.65	\$233,675.86	\$29,946.30
Prunty Construction	\$13,221,257.00	\$1,359,698.00	\$258,505.75	\$38,140.00

Motion was made by Hawley, seconded by Bartels that Bid Schedule A, B, C & D for the BMU Raw & Treated Water Pipelines – Phase 2 Project be awarded to Winter Contracting LLC for the Water Department; 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.

AUTHORIZATION TO SOLICIT BIDS

DIRECTIONAL BORING MACHINE  
THREE PHASE SOLID DIELECTRIC VACUUM RECLOSERS

Motion was made by Hawley, seconded by Bartels that authorization be given to advertise for a Directional Boring Machine and Three Phase Solid Dielectric Vacuum Reclosers. All members present voted in favor of the motion.

FLEET VEHICLES

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

EXECUTIVE SESSION

Motion was made by Hawley, seconded by Bartels 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.

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President