

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, April 14, 2014, at the Utility Building with the following members present: Harvey, Peterson, Pitts, Robertson and President Myers.

### MINUTES

Minutes of the regular meeting held March 10, 2014 and the special meeting held March 24, 2014 were read and approved.

### ADOPTION OF AGENDA

The agenda was adopted.

### APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supp, \$9.52; A & B Service Garage, Repairs/Supp, \$449.34; A T & T, Settlement, \$2,763.71; A T & T, Cust. Toll Free Number, \$53.46; A-I Computers Solutions-Bkgs, Supp, \$609.92; Allegra, Printing Supp, \$7,002.50; Alliance Comm Coop, PCS Access, \$39.28; Alpine Power Systems, Equip/Inspection, \$7,031.00; AMP Electric, Labor/Supp, \$162.01; Anixter, Supp, \$1,600.00; Aramark Uniform Services, Supp, \$595.21; Authorize.Net, Credit Card Processing Fee, \$90.15; Barhite, Brooke, Travel, \$35.28; Black Box Resale Services, Unreg Inventory, \$252.00; Bobcat-Bkgs, Supp, \$71.13; Border States Elec, Supp, \$846.00; Border States Elec, Unreg Inv, \$16,284.73; Borns, Justin, Travel, \$142.00; BP, Gas, \$96.47; Bridle Estates, Sewer Charge Reim, \$1,680.00; Bkgs Area Chamber of Commerce, Sponsorship Advertising, \$250.00; Bkgs Car Care & Tire, Tire Repair, \$230.00; Bkgs County Treasurer, Commercial License, \$2,593.71; Bkgs Credit Bureau, Delinq. Acct Collection, \$153.98; Bkgs Engraving, Signs/Engraving, \$34.00; Bkgs Radio, Advertising, \$1,250.00; Bkgs Register, Advertising/Legals, \$590.95; Bkgs Register, Employment Advertising, \$616.55; Bkgs Utilities, Office Utility Bill, \$50,227.78; Bkgs Vision Center, Safety Glasses, \$101.49; BSG Clearing Solutions, Settlement, \$400.43; Calix, FTTH Inv, \$16,360.27; Calix, Supp, \$5,934.83; Capitol Sales Co, Unreg Inv, \$290.40; Carquest Auto, Equip Maint, \$378.44; Carus Corp, Chemicals, \$2,221.59; CDW Government, Supp, \$320.40; Central Business, Supp, \$899.29; Century Business Products, Copier Maint, \$325.93; Century Link, Tele Exp, \$674.37; Century Link, Interconnections, \$8,272.15; CHR Solutions, Consulting Service, \$550.00; City of Bkgs, Contract Fee, \$5,227.66; City of Beresford, Utility Bill, \$131.15; City of Bkgs, Landfill Fee, \$174.60; City of Sgt Bluff, Utility Bill, \$123.30; City of Sx City, Storm Drainage Fee, \$7.59; City of Vermillion, Utility Bill, \$265.57; Clay Union Electric, Utility Bill, \$174.54; Codington Clark Elec, Utility Bill, \$35.00; Collins, Kevin, Travel, \$878.56; Conner, Michele, Travel, \$15.68; Courtesy Plbg & Htg, Repair/Supp, \$63.85; Cover to Cover, Supp, \$366.98; Credit Bureau-Watertown, Delinq. Acct Collection, \$2,363.05; Crescent Electric, Supp, \$25.98;

Crescent Electric, Unreg Inv, \$408.22; CSSA, Unreg Inv, \$16,812.64; Culligan of Watertown, Bottled Water, \$37.25; Culligan, Bottled Water, \$288.50; Cummins Central Power, Generator Maint, \$164.49; Dahmen, Tom, Gas, \$45.00; Dakota Bodies Inc, Truck Body, \$6,245.00; Dakota Service, Supp, \$88.71; Dakota Supply Group, Supp, \$130.44; Daktronics, Conserve/Demand Incentive, \$210.00; Daniels, Michael, Travel, \$22.40; Dave's Window Cleaning, Window Service, \$50.00; Davis Excavating Snow Removal, Snow Removal, \$90.00; Days Inn, Lodging, \$194.97; Den-Wil, Old Sanctuary, Conserve/Demand Incentive, \$1,131.00; DePauw, Sean, Travel, \$80.64; Dept of the Treasury, Fed Tax, \$5,171.66; Dex Media East, Advertising, \$63.50; Don's Body Shop, Maint, \$800.00; Doss, Rob, Conserve/Demand Incentive, \$100.00; Dueco, Equip Maint, \$408.70; Earl May Seed & Nursery, Supp, \$84.97; Eco Water, Bottled Water, \$106.35; Eide Bailly, Audit Fee, \$35,000.00; Einspahr Auto Plaza, Splash Guards, \$132.89; Ekern Plbg Htg & AC, Repair/Supp, \$20.91; Elliott Equipment, Supp, \$839.00; Entone, Repairs/Supp, \$50.00; Entone, Unreg Inv, \$696.00; Express Communications, Settlement, \$9,584.59; Farmers Coop, Supp, \$58.10; Fastenal Co, Supp, \$3,792.10; FedEx, Freight, \$280.26; Ferguson Waterworks, Water Meters, \$33,632.00; Fiber Comm Solutions, Supp, \$965.00; Fibercomm, Broadband Service, \$6,310.50; First Bank & Trust, Bond Pymt Series 2011, \$36,291.25; Five-Star Awards & More, Supp, \$306.25; Foerster Supply, Supp, \$870.05; Fox Sports Net North, Contract Fee, \$4,402.69; FRRPA, FRRPA Lease, \$13,107.00; George's Pizza, Meeting Supp, \$58.25; George's Sanitation, Sanitation Service, \$100.00; Golden West Tech, Tech Support, \$6,842.23; Golden West Telecom, Tele Exp, \$39.60; Goldfield Telecom, Supp, \$981.10; GP Auto, Topper, \$1,938.82; Grainger, Supp, \$241.42; Graybar Electric, Supp, \$3,083.14; Gridor Const., WWTP Upgrade, \$2,028,433.50; Hach Chemical, Supp, \$345.77; Hawkins Inc, Chemicals, \$6,989.34; H-D Electric, Utility Bill, \$239.80; HDR Engineering, Engineering Service, \$142,532.87; Helsper & Mahlke, PC, Legal Service, \$1,900.00; Henkin Schultz Comm Arts, Advertising, \$38,980.23; Herr, Debra, Travel, \$39.20; Hershman, Casey, Travel, \$44.80; Hibu Inc-West, Advertising, \$355.00; Hillyard/Sx Falls, Repair/Supp, \$203.72; Hoak Media of Dakota, Contract Fee, \$1,016.43; Homestead Do It Center, Supp, \$111.61; Hometown Service, Repair/Supp, \$230.95; Ibengabriel, Cliff, Travel, \$34.72; Independent Communication, Contract Fee, \$844.20; Interstate Batteries, Supp, \$158.80; Interstate Telecom, Tele Exp, \$1,172.02; InVue Security Products, Supp, \$1,364.01; Iowa HSEMD E911, Enhanced 911, \$11,648.23; Jennings, Sam, Conserve/Demand Incentive, \$50.00; Johme, Ashley, Travel, \$120.96; Karpen, Nick, Travel, \$176.96; KDLT TV, Contract Fee, \$854.25; Knettel, Trever, Travel, \$251.44; LECA, Settlement, \$4,641.00; Local Search Assoc, Directory Rates/Data, \$110.75; Locators & Supplies, Repair/Supp, \$97.01; Lowe's, Supp, \$1,196.34; M & T Fire & Safety, Supp, \$917.02; Mack, Scott, Travel, \$695.27; Martin's Inc, Diesel/Oil, \$3,428.83; Matheson Tri-Gas Inc, Supp, \$203.28; McGrath North Mullin & Kratz, Legal Service, \$116.00; Mediacom, Broadband Service, \$89.95; Medinger, Amanda, Travel, \$41.44; Melby, Paul, Car Rental/Parking Fee/Meals, \$234.56; Menards-Sx Falls East, Supp, \$9.97; Menards-Watertown, Supp, \$16.37; Mid South Telecom, Repairs/Supp, \$100.00; Midamerican Energy, Utility Bill, \$1,263.44; Midcontinent, Broadband Service, \$290.28; Midcontinent, Contract Fee, \$181.50; Midwest Alarm, Monitoring Service, \$77.43; Midwest Pest Control, Pest Control, \$140.00; Minerva Networks, Mainte Support, \$31,239.73; Missouri River, Supplemental Power, \$993,597.33; Missouri River, WAPA Allocation, \$264,670.66; Missouri River Energy, Registration, \$200.00; MMUA, Training, \$5,400.00; MVTL Labs, Wastewater Analysis, \$1,741.00; Napa Auto Parts, Supp, \$145.47; NECA Admin, Number Portability, \$375.00; Neustar Info Service, Contract Fee, \$200.00; Newark, Supp, \$109.38; North West Rec, Utility

Bill, \$41.08; Northwestern Energy, Natural Gas, \$3,076.23; Novak Sanitary Service, Shredding, \$116.91; Obeslo, Kayla, Travel, \$14.56; Office Elements, Maint/Supp, \$391.50; One Source-Background Check Co, Employee Verification, \$297.00; Orpheum Building, Utility Bill, \$81.33; Otter Tail Power Co, Utility Bill, \$116.23; Outlaw Graphics, Supp, \$276.00; Party Depot, Supp, \$48.01; Patrick, Dan, Travel, \$27.44; Pete Lien & Sons, Chemicals, \$4,093.35; Pizza Ranch, Employee Recognition, \$143.70; Power & Telephone Supply, Unreg Inv, \$3,384.00; Prairie Graphics, Supp/Uniforms, \$286.25; Prussman Contracting, Lime Bed Cleaning, \$677.28; Prussman Contracting, Pole Relocation, \$157.08; Prussman Contracting, Water Line Repair, \$12,839.02; R8PA, Registration, \$225.00; Reed, Jeff, Travel, \$101.20; Rental Depot, Equip Rental, \$179.99; Resmen, Kaylene, Travel, \$30.46; Rients, Shane, Travel, \$101.20; Runnings, Supp, \$1,785.06; Schulte, Dan, Travel, \$44.80; SD Dept of Health Lab, Testing W-WW Samples, \$455.00; SD Dept of Rev, License & Titles, \$10.00; SD Treasurer, Sales/Excise Tax, \$94,994.92; SD Water & Wastewr Assn, Registration, \$65.00; SDN Communications, Circuit Lease, \$6,721.20; Servall Towel & Linen Supply, Supp, \$291.26; Servicemaster, Janitorial Service, \$260.00; Shaull, Brandi, Travel, \$9.52; Sx City Journal, Employment Advertising, \$1,206.93; Sx Falls Utilities, Utility Bill, \$432.98; Sx Valley Energy, Utility Bill, \$1,200.19; Sx Valley Environmental, Chemicals, \$17,623.20; Smith Supplies, Supp, \$1,305.20; South Sx City, Utility Bill, \$497.06; Southeastern Elec Coop, Utility Bill, \$455.36; Speedy Cleaners, Rugs/Supp, \$157.10; Springbrook Software, Conference Registration, \$1,785.00; Springbrook Software, Software Support, \$209.03; Sprint, Tele Exp, \$112.34; Sprint, PCS Service Fee, \$319,812.05; Sprint, PCS Phone Service, \$3,275.12; Sprint, PCS Inv, \$88,936.18; Sprint-Bkgs, PCS Accessories, \$6.95; Staples, Supp, \$148.44; State of Iowa-Treasurer, Sales Tax, \$6,735.75; Stoltenburg, Audie, Travel, \$447.60; Stuart C. Irby, Supp, \$70.00; Sturdevant Auto, Supp, \$1,026.63; Swenson, Lance, Travel, \$41.40; Swiftel Comm, Office Phone Bill, \$79,301.55; Syrstad Oil, Vehicle Maint, \$157.42; TeleD. Comm Services, Tech Support, \$375.00; Telquest International, Unreg Inv, \$370.08; UPS Store, Freight, \$94.68; Thompson, Mark, Marketing Photos, \$99.99; Tires Tires Tires, Vehicle Maint, \$218.55; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tott's Conoco, Gas, \$419.50; Tott's Conoco, Vehicle Maint, \$34.95; Tower Distribution, Contract Fee, \$239.77; Town & Country Shopper, Advertising, \$448.00; Town & Country Shopper, Employment Advertising, \$364.00; Uhlig, Supp, \$142.96; Underwriters Labs, Analysis, \$864.00; Union County Elec, Utility Bill, \$217.90; UPS, Freight, \$303.97; US Postal Service, Postage, \$9,000.00; Universal Service Adm, USAC Contribution, \$94,986.22; University Estates, Water Charge Reim, \$3,380.00; USA Bluebook, Supp, \$380.33; Vaonet, Training, \$750.00; Vasgaard, Jamey, Conserve/Demand Incentive, \$50.00; Vermillion Area Chamber of Commerce, Membership Dues, \$50.00; Vessco, Equip Maint, \$128.84; Walker & Associates, Unreg Inv, \$5,276.45; Water & Enviro Engineering Center, Analysis, \$12.00; Watertown Utilities, Utility Bill, \$719.32; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$240.00; Wesco, Supp, \$10,090.96; WJA Consulting, Consulting Service, \$2,300.00; Wosje, Walter, Conserve/Demand Incentive, \$50.00; Wright, Richard, Travel, \$13.44; WW Tire, Equip Maint, \$38.90; Xcel Energy/NSP, Utility Bill, \$1,523.62; Young Broadcasting of SF, Employment Advertising, \$564.00; Young Door Service, Labor/Repair, \$5,798.17; Zip Trip, Gas, \$7,193.37; Zip Trip, Windshield Washer Fluid, \$2.99.

The following are Telephone/Utility Refunds:

Martinson, Derek, \$76.53; McCammack, Michael & Karen, \$102.50; Office of Energy Assistance, \$300.00; Stinnett, Stefan, \$97.26; Backes, Dwayne, \$9.86; Buttercrust Bakery,

\$121.12; Check 'N Go, \$15.73; Clasen, Gary, \$23.43; Danielsen, Sherry, \$17.02; Drew, Clark, \$18.01; Entringer, Megan, \$61.64; Gallarda, Amanda, \$160.49; Gee, Dan, \$23.81; Gerdes, Margaret, \$36.25; Gilbert Trust, \$344.25; Herrick, Vincent, \$13.95; Holm, C K, \$108.37; Ichinomiya, Akimoto, \$22.80; Kruse, Josh, \$5.19; Leisinger, K, \$12.42; Lounsbery, Matthew, \$16.09; Mack, Kyle, \$72.97; McKnight DVM, James, \$17.50; Miller, Hazel, \$17.66; Milton, Marcia, \$7.76; Nagel, Betty, \$8.11; Patrick, L, \$122.49; Rhody, Barbara, \$19.62; Ringgaard, Eudale, \$30.76; SDSU Aviation, \$42.52; Staniszewski, Scott, \$87.15; Stensgaard, Annette, \$309.86; Thomas, Paul, \$33.51; Twitero, Clayton, \$30.66; Vugteveen, Allison, \$201.00.

### PERSONNEL INFORMATION

Department Salaries (March): Electric, \$167,555.00; Water, \$89,716.41; Wastewater, \$75,845.12; Telephone, \$448,420.28;

Retirement, \$44,482.03; Social Security, \$56,939.90; Insurance, \$74,510.69; Deferred Comp, \$11,725.54;

Salary Changes: T. Bromwich, \$9.55\*; L Glazier, \$14.99\*; J. Hulscher, \$27.01; C. Kabris, \$10,833.33; J. Lounsbery, \$27.58; M. Volkers, \$25.12; T. Hietpas, \$10.06; J. Millard, \$21.13.

New Employees: B. Goodfellow, \$11.24.

\*Plus commission

### FLEXIBLE BENEFITS PLAN

Motion was made by Harvey that the following Resolution No. 10 - 14 be approved.

#### RESOLUTION NO. 10 – 14

##### RESOLUTION APPROVING AN IRS SECTION 125 CAFETERIA PLAN DOCUMENT WITH WAGWORKS, INC

WHEREAS Resolution No. 40-97 adopted a Section 125 Cafeteria Plan with First American Administrators (subsequent name change to First Administrators Inc.) effective January 1, 1998; and

WHEREAS First Administrators Inc. will cease providing administrative services to the cafeteria plan effective December 31, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board hereby adopt the plan presented by Wageworks, Inc. entitled Brookings Municipal Utilities Flexible Benefits Plan to cover all eligible employees, effective January 1, 2014.

BE IT FURTHER RESOLVED that the Executive Vice President / General Manager hereby be authorized and directed to execute a Cafeteria Plan Document setting forth the terms and conditions of the Brookings Municipal Utilities Flexible Benefits Plan.

Adopted this 14<sup>th</sup> day of April, 2014.

ATTEST:

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Gail Robertson, Secretary

Steven Myers, President

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

PURCHASE FIBER TO THE HOME EQUIPMENT OFF EXISTING CONTRACT –  
TELEPHONE DEPARTMENT

Motion was made by Pitts, seconded by Peterson that authorization be given to purchase fiber to the home equipment off an existing contract with Calix Networks dated May 13, 2013, for \$71,042.05 for the Telephone Department. 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 April 9, 2014, and presented at this time for consideration and action.

3<sup>RD</sup> STREET WATER MAIN REPLACEMENT

Prussman Contracting	\$189,053.50
Winter Brothers Underground Inc.	\$238,135.00
GM Contracting Inc.	\$283,657.49

Motion was made by Peterson, seconded by Harvey that the low bid of Prussman Contracting for the 3<sup>rd</sup> Street Water Main Replacement in the amount of \$189,053.50 be approved; 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.

SUBSTATION CIRCUIT SWITCHERS

	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Stuart C. Irby Co	\$58,000.00	2	\$116,000.00

Motion was made by Peterson, seconded by Pitts that the bid of Stuart Irby Company for the Substations Circuit Switchers in the amount of \$116,000.00 be approved; 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.

**TELEPHONE DIRECTORY PRINTING SERVICES**

	<u>Base Bid</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>	<u>Option 5</u>
Midstates Print & Media Solutions	\$44,999.00	\$558.74	\$1,180.00	\$420.85	\$790.00	\$6,199.00
		<u>Option 6</u>	<u>Option 7</u>	<u>Option 8</u>	<u>Option 9</u>	<u>Expected Cost</u>
Midstates Print & Media Solutions		\$230.00	\$500.00	\$320.00	\$4,750.00	\$55,197.59

Motion was made by Peterson, seconded by Pitts that the bid of Midstates Print & Media Solutions for the Telephone Directory Printing Services for the base bid of \$44,999.00 plus Options 1 thru 9 be approved; 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.

**MISC. SURPLUS SCRAP METALS – ELECTRIC & WATER DEPARTMENTS**

Motion was made by Harvey, seconded by Peterson that the minutes reflect that no bids were received for the Miscellaneous Surplus Scrap Meters for the Electric and Water Departments. All members present voted in favor of the motion.

**MISC. SURPLUS 500 KVA POWER TRANSFORMER – ELECTRIC DEPARTMENT**

T & R Electric Supply	\$13,700.00
Jerry’s Electric	\$10,200.00
Solomon Corporation	\$11,500.00

Motion was made by Pitts, seconded by Harvey that the high quote of T & R Electric Supply for the purchase of the Miscellaneous Surplus 500 KVA Power Transformer be approved in the amount of \$13,700.00; 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 documents. All members present voted in favor of the motion.

**AUTHORIZATION TO SUBMIT BIDS**

**LIME SLUDGE REMOVAL AT WATER TREATMENT PLANTS**

Motion was made by Peterson, seconded by Harvey that authorization be given to advertise for bids for Lime Sludge Removal at the Water Treatment Plants. All members present voted in favor of the motion.

EXECUTIVE SESSION

Motion was made by Peterson, seconded by Harvey to adjourn to an executive session for the purpose of discussing competitive service offerings, pending litigation and contractual matters. All members present voted in favor of the motion.

The Board reconvened in open session.

ADDENDUM XII TO SPRINT PCS AFFILIATION AGREEMENT

Motion was made by Harvey that the following Resolution No. 11-14 be approved.

RESOLUTION NO. 11 - 14

RESOLUTION APPROVING ADDENDUM XII TO SPRINT AFFILIATION AGREEMENT

BE IT RESOLVED by the Brookings Municipal Utilities Board (the Board) that:

1. The Agreement entitled "Addendum XII to Sprint Affiliation Agreement" with Sprint be hereby approved.
2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract document.

Adopted this 14<sup>th</sup> day of April, 2014.

ATTEST:

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Gail Robertson, Secretary

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Steven Myers, President

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

OPERATING AGREEMENT WITH DHE LLC

Motion was made by Pitts that the following Resolution No. 12-14 be approved.

RESOLUTION NO. 12 - 14

RESOLUTION APPROVING OPERATING AGREEMENT WITH DHE, LLC

BE IT RESOLVED by the Brookings Municipal Utilities Board (the Board) that:

1. The Agreement entitled "Operating Agreement" with DHE, LLC be hereby approved.
2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract document.

Adopted this 14<sup>th</sup> day of April, 2014.

ATTEST:

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Gail Robertson, Secretary

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Steven Myers, President

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

ADJOURNMENT

The meeting adjourned.

ATTEST:

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Gail Robertson, Secretary

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Steven Myers, President