

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, March 10, 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 Harvey, seconded by Robertson that the following bills and claims be approved. All members present voted in favor of the motion.

4Nu-Praxair Dist, Supplies, \$10.54; A & B Business Equip, Bill Printer Maint, \$1,464.66; A T & T, Settlement, \$4,013.99; A T & T, Cust. Toll Free Number, \$53.46; A1 Cleaning & Restoration, Janitorial Service, \$480.00; A-I Computers Solutions of Bkgs, Supp, \$296.92; Allegra, Printing Supp, \$2,592.92; AMG Occupational Medicine, Vaccinations, \$1,650.00; Anixter, Supp, \$1,508.70; A-Ox Welding, Helium Cylinder Rent, \$140.00; Aramark Uniform Services, Supp, \$653.46; Authorize.Net, Credit Card Processing Fee, \$87.15; Auto Body Specialties, Supp, \$59.00; Ball, Michelle, Janitorial Service, \$200.00; Barhite, Brooke, Travel, \$464.42; Blooston & Mordkofsky, Legal Service, \$1,264.00; Border States Elec, Supp, \$9,711.16; Border States Elec, Unreg Inv, \$693.68; BP, Fleet Charge, \$1.75; Bridle Estates, Sewer Charge Reim, \$1,627.50; Bkgs Area Chamber of Commerce, Advertising, \$200.00; Bkgs Credit Bureau, Delinq. Acct Collection, \$53.80; Bkgs Radio, Advertising, \$1,050.00; Bkgs Utilities, Office Utility Bill, \$54,762.64; BSG Clearing Solutions, Settlement, \$201.92; Buchloh, Norvo, Travel, \$347.16; Bunkers, Renee, Travel, \$10.08; Carquest Auto, Equip Maint, \$27.55; CCP Industries, Supp, \$323.03; Central Business, Supp, \$1,986.62; Century Business Products, Copier Maint, \$112.02; Century Business Products, Fax Machine, \$325.00; Century Link, Tele Exp, \$325.44; Century Link, Interconnections, \$8,481.49; CHR Solutions, Consulting Service, \$2,950.00; City of Bkgs, Contract Fee, \$5,091.81; City of Bkgs, Landfill Fee, \$161.92; City of Sgt Bluff, Utility Bill, \$136.66; City of Vermillion, Utility Bill, \$281.47; Clay Union Elec, Utility Bill, \$238.48; Codington Clark Elec, Utility Bill, \$35.00; Collins, Kevin, Travel, \$653.28; Conn, Bill, Gas, \$66.01; Conner, Michele, Travel, \$11.76; Credit Bureau-Watertown, Delinquent Acct Collection, \$2,422.63; CSSA, Supp, \$114.57; Culligan of Watertown, Bottled Water, \$41.75; Dakota Service, Supp, \$42.11; Daniels, Michael, Travel, \$22.40; Dave's Window Cleaning, Window Service, \$108.00; Davis Excavating, Snow Removal, \$180.00; Days Inn, Lodging, \$194.97; DePauw, Sean, Travel, \$86.24; Dept of the Treasury, Fed Tax, \$5,276.92; Dex Media

East, Advertising, \$63.50; Directory Resources, Software Maint, \$1,100.00; Ditch Witch of SD, Maint/Supp, \$43.89; Don's Body Shop, Maint, \$122.50; DPC Industries, Chemicals, \$3,049.35; DVL Fire & Safety, Fire Extinguisher Inspections, \$2,900.50; Earl May Seed & Nursery, Supp, \$44.97; Eco Water, Bottled Water, \$98.85; Farmers Coop, Supp, \$83.01; Fastenal Co, Supp, \$450.07; Fed Ex, Freight, \$57.10; Ferguson Waterworks, Water Meters, \$3,320.64; Ferguson Waterworks, Water Meters, \$4,811.76; Fiber Comm Solutions, Supp, \$2,093.60; Fibercomm, Broadband Service, \$6,310.36; First Bank & Trust, Bond Pymt Series 2011, \$36,291.25; First Bank & Trust, Deposit Books, \$73.82; Fox Sports Net North, Contract Fee, \$4,385.13; Freeman, Harvey, Travel, \$96.60; FRRPA, FRRPA Lease, \$13,107.00; George's Sanitation, Sanitation Service, \$50.00; Glazier, Lauren, Travel, \$7.84; Global Equipment, Unreg Inv, \$45.95; Golden West Tech, Tech Support, \$8,205.24; Golden West Telecom, Tele Exp, \$39.58; Goldfield Telecom, Supp, \$1,541.30; Graybar Electric, Supp, \$3,121.42; Graybar Electric, Unreg Inv, \$273.70; Gridor Const, WWTP Upgrade, \$1,207,302.30; Hamlin Building Center, Supp, \$168.18; Hawkins Water Treatment Group, Chemicals, \$10,291.38; HDR Engineering, Engineering Service, \$69,605.74; Heppner Consulting, Maint, \$1,135.74; Herr, Debra, Travel, \$3.36; Hershman, Casey, Travel, \$60.48; Hibu Inc-West, Advertising, \$355.00; Hoak Media of Dakota, Contract Fee, \$1,008.27; Homestead Do It Center, Supp, \$403.40; Howalt-McDowell Ins, Vehicle Ins, \$360.00; I.L.L Inc, Real Estate Taxes, \$3,869.76; Ibengabriel, Cliff, Travel, \$16.80; Independent Comm, Contract Fee, \$837.06; Institutions Services, Supp, \$155.52; International Tower Lighting, Supp, \$1,201.22; Interstate Telecom Coop, Tele Exp, \$1,176.02; J.B. Templeton Consulting, Transformer Consultant, \$1,750.00; Johme, Ashley, Travel, \$100.24; Karpen, Nick, Travel, \$159.04; KDLT TV, Contract Fee, \$847.03; Knettel, Trever, Travel, \$492.80; Lakeland Engineering, Supp, \$304.79; Laminated Wood Systems, Laminated Pole, \$23,754.00; Langland Home Center, Repairs/Supp, \$170.50; LECA, Settlement, \$4,375.00; Lewis Drug, Supp, \$5.98; Loban, Darin, Travel, \$86.60; Lowe's, Supp, \$1,042.96; Ludwigs, Sunnie, Travel, \$14.00; M & T Fire & Safety, Supp, \$60.00; Mack, Scott, Travel, \$323.98; Martin's Inc, Diesel/Oil, \$347.51; Matheson Tri-Gas, Supp, \$146.25; McCormick Systems, Tech Support, \$850.00; McEntree, Jason, Conserve Demand Incentive, \$150.00; Medinger, Amanda, Travel, \$168.92; Menards-Watertown, Supp, \$4.90; Merchant Job Training & Safety, Training Materials, \$550.00; Meta Bank, Conserve/Demand Incentive, \$1,356.00; Mid South Telecom, Repairs/Supp, \$538.00; Mid South Telecom, Unreg Inv, \$120.63; Midamerican Energy, Utility Bill, \$1,140.40; Midcontinent, Broadband Service, \$286.06; Midcontinent, Contract Fee, \$178.25; Midwest Glass, Repair/Supp, \$273.78; Midwest Pest Control, Pest Control, \$130.00; Milbank Winwater Works, Supp, \$2,323.68; Missouri River, Supplemental Power, \$1,241,924.91; Missouri River, WAPA Allocation, \$290,804.02; Montreal Tracteur, Supp, \$50.29; MVTL Labs, Wastewater Analysis, \$78.26; National Processing, Credit Card Porcessing Fee, \$10,900.25; NECA Admin, Number Portability, \$375.00; Neustar Info Service, Contract Fee, \$200.00; Newark, Supp, \$498.49; Nielsen's, Repair/Supp, \$22.54; North West Rec, Utility Bill, \$43.34; Northwestern Energy, Natural Gas, \$1,095.47; NRTC Member Services, Contract Fee, \$48,670.64; NTCA, Employment Advertising, \$500.00; NTCA, Employment Advertising, \$500.00; Obeslo, Kayla, Travel, \$36.96; Office Elements, Maint/Supp, \$318.76; Opis Energy Group, Publication, \$294.00; Orpheum Bldg, Utility Bill, \$89.46; Otter Tail Power, Utility Bill, \$134.88; Patrick, Dan, Travel, \$5.04; Pete Lien & Sons, Chemicals, \$3,965.75; Pizza Hut, Meeting Supp, \$14.47; Power & Tele Supply, Unreg Inv, \$3,060.00; Prairie Graphics, Supp/Uniforms, \$196.00; Prussman Contracting, Pole Transportation, \$205.79; Qdoba, Supp, \$55.71; Rains, Jake, Travel, \$7.28; RDO Integrated Controls, Equip Maint., \$126.79; Reed, Jeff,

Travel, \$101.20; Resmen, Kaylene, Travel, \$22.17; Rients, Shane, Meals/Gas, \$122.09; Robert L. Carr Co, Westside Lift Station Const., \$504,278.15; Ron's Auto Repair, Vehicle Maint, \$142.42; Rost, Daniel, Conserve/Demand Incentive, \$25.00; Runnings, Supp, \$1,121.29; Schoon's Pump N' Pak, Gas, \$1,095.79; Schulte, Dan, Travel, \$23.52; Schuneman Equip, Equip Maint, \$28.02; SD Dept of Health Lab, Testing W-WW Samples, \$865.00; SD Treasurer, Sales/Excise Tax, \$219,827.65; SDN Comm, Circuit Lease, \$2,260.87; SDN Comm, Licenses, \$10,282.80; SDN Comm, Software/Hardware, \$2,633.57; Servicemaster, Janitorial Service, \$260.00; Shaull, Brandi, Travel, \$6.72; Sx City Journal, Employment Advertising, \$1,206.93; Sx Falls Utilities, Utility Bill, \$482.90; Sx Valley Energy, Utility Bill, \$1,484.65; Skiles, Miranda, Travel, \$13.80; Sprint, Tele Exp, \$95.88; Sprint, PCS Service Fee, \$347,891.28; Sprint, PCS Phone Service, \$3,337.10; Sprint, PCS Inventory, \$43,483.97; Staples, Supp, \$48.19; State of Iowa-Treasurer, Sales Tax, \$5,860.00; Stoltenburg, Audie, Travel, \$287.08; Sturdevant Auto, Supp, \$416.46; Swiden Distributing, Unreg Inv, \$598.00; Swiftel Comm, Office Phone Bill, \$77,410.00; Syrstad Oil, Vehicle Maint, \$47.34; Teled. Comm Services, Tech Support, \$300.00; Tessco, Supp, \$164.64; Old Norwegian Window Washer, Window Service, \$8.00; UPS Store, Freight, \$214.24; Thompson, Mark, Lodging/Meals/Gas, \$448.29; Thompson, Mark, Travel, \$124.20; Titan Machinery, Supp, \$435.16; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tott's Conoco, Gas, \$286.50; Tower Distribution, Contract Fee, \$239.02; Town & Country Shopper, Advertising, \$392.00; Town & Country Shopper, Employment Advertising, \$196.00; Travel Leaders, Air Fare, \$6,179.50; Two Ten Twenty Pizza, Meeting Supp, \$24.47; Union County Elec, Utility Bill, \$259.20; UPS, Freight, \$262.21; US Postal Service, Postage, \$9,000.00; Universal Service Adm, USAC Contribution, \$94,986.22; University Estates, Water Charge Reim, \$3,315.00; US Postmaster-Watertown, Postage, \$490.00; Vantage Point, Engineering Consulting, \$2,870.00; Vaonet, Support Agreement, \$3,039.88; Vessco, Equip Maint, \$877.36; Walker & Associates, Unreg Inv, \$322.50; Water & Enviro Engineering Center, Analysis, \$63.00; Watertown Utilities, Utility Bill, \$788.29; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$880.00; Wesco, Cable, \$15,420.00; WJA Consulting, Consulting Service, \$5,150.00; Wright, Richard, Travel, \$19.04; Xcel Energy/NSP, Utility Bill, \$1,092.60; Xerox, Copier Maint, \$217.44; Zip Trip, Gas, \$3,142.50.

The following are Telephone/Utility Refunds:

Arrow's Maytag Home Appliance Center, \$6.94; Bartling's Shoes, \$43.23; Battleson, Garrett, \$13.08; Becker, Kayla, \$921.63; Bennett, Muriel, \$30.11; Bernstein, Virgil, \$484.37; Berry Network, \$92.88; Blooston & Mordkofsky, \$1264.00; Bolsinger, Tara, \$9.81; Bruce's Repair, \$19.69; Casseri, Paul, \$4.39; Crapsler, Donald, \$10.16; Dan O's Marine Sales & Service, \$8.70; Fennell, Anne, \$6.63; Gehring, Dillon, \$39.32; Halseth, Glenna, \$18.32; Heartland Veterinary Clinic, \$70.22; Helland, Joshua, \$2.57; Hill, Dale, \$12.62; Hills, Michael, \$36.75; Ibrahim, Fardowsa, \$33.64; Kleinhuizen, Trista, \$62.41; Lerew, Michaelia, \$48.56; Lother, Mike, \$57.59; McGee, Megan, \$89.00; Mertz, Terry & Joanna, \$27.73; Nord Electric, \$6.66; O'Connell, Tim, \$28.86; Olson Masonry, \$46.99; Olson, David, \$26.15; Pierson, David, \$53.79; Rice, James, \$9.96; Sommervold, Mark, \$97.30; Stoltenberg Homes, \$330.00; Torgerson, Ty, \$9.09; Trim Hair Salon, \$129.56; Wittmeier, Beverlee, \$17.55.

#### PERSONNEL INFORMATION

Department Salaries (February): Electric, \$168,164.75; Water, \$78,130.98; Wastewater, \$67,040.55; Telephone, \$455,174.72;

Retirement, \$43,427.05; Social Security, \$55,883.05; Insurance, \$74,461.32; Deferred Comp, \$11,728.84;

Salary Changes: N. Moeller, \$10.12\*; M. Prussman, \$22.73; M. Volkers, \$22.73; S. Meusburger, \$27.14; C. Haakinson, \$22.40;

\*Plus commission

CHANGE ORDER #4 WWTF UPGRADE – PROJECT A

Motion was made by Peterson, seconded by Harvey to approve Change Order No. 4 for various modifications to the Wastewater Treatment Facility Upgrade – Project A. All members present voted in favor of the motion

SURPLUS EQUIPMENT - LITESPAN ONU SHELVES AND CARDS

Motion was made by Peterson that the following Resolution No. 4-14 be approved.

RESOLUTION NO. 4 - 14

RESOLUTION ORDERING DISPOSITION OF SURPLUS  
EQUIPMENT – LITESPAN ONU SHELVES AND CARDS

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 itemized below of defective items to be destroyed.

Central Office Optical Light Terminals	3
Common Control Assembly Cards	170
Channel Bank Assembly Cards	152
High Density Fiber Bank Cards	1,305

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 destroyed in accordance with the provision of SDCL 6-13.

Adopted this 10<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Gail Robertson, Secretary

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Steven Myers, President

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

SURPLUS EQUIPMENT - LEAD WATER METERS, CHECKVALVES AND MISCELLANEOUS WATER AND ELECTRICAL EQUIPMENT

Motion was made by Harvey that the following Resolution No. 5-14 be approved.

RESOLUTION NO. 5 - 14

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT TO BE SOLD

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:

21 – Misc. Curb Stops  
53 – Misc. Pressure Regulators  
59 – Misc. Corps  
25 – Misc. Water Meter Yokes  
28 – Misc. Check Valves  
Misc. Bushings, Couplings, Unions, Nuts, Adapters  
Nuts, Bolts, Screws and Miscellaneous Electrical Equipment

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board hereby orders the disposition of the above referenced property in accordance with the provisions of SDCL 6-13.

BE IT FURTHER RESOLVED that the Brookings Municipal Utilities Board appraises the above equipment at \$1.65/ton for steel, \$1.30/pound for brass and \$.25/pound for aluminum.

Adopted this 10<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Gail Robertson, Secretary

\_\_\_\_\_  
Steven Myers, President

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

SURPLUS EQUIPMENT – MISCELLANEOUS ELECTRICAL EQUIPMENT

Motion was made by Robertson that the following Resolution No. 6-14 be approved.

RESOLUTION NO. 6 - 14

RESOLUTION ORDERING DISPOSITION OF SURPLUS  
EQUIPMENT – MISCELLANEOUS ELECTRICAL 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 itemized below of defective items to be destroyed.

Miscellaneous Insulators and Fuses

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 destroyed in accordance with the provision of SDCL 6-13.

Adopted this 10<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Gail Robertson, Secretary

\_\_\_\_\_  
Steven Myers, President

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

SURPLUS EQUIPMENT – WESTERN AVENUE 5000 KVA TRANSFORMER

Motion was made by Peterson that the following Resolution No. 7-14 be approved.

RESOLUTION NO. 7 - 14

RESOLUTION ORDERING DISPOSITION OF SURPLUS  
EQUIPMENT – WESTERN AVENUE 5000 KVA TRANSFORMER

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:

One (1) 5000 KVA Transformer

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board hereby orders the disposition of the above referenced property in accordance with the provisions of SDCL 6-13.

BE IT FURTHER RESOLVED that the Brookings Municipal Utilities Board appraises the above 5000 KVA transformer at \$7,000.00.

Adopted this 10<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Gail Robertson, Secretary

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Steven Myers, President

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

SURPLUS EQUIPMENT – MISCELLANEOUS COMPUTER EQUIPMENT

Motion was by Robertson that the following Resolution No. 8-14 be approved.

RESOLUTION NO. 8 - 14

RESOLUTION ORDERING DISPOSITION OF SURPLUS  
EQUIPMENT – COMPUTER 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 itemized below of defective items to be destroyed.

1 DEC Alpha Server  
3 Rack Mount Servers  
15 Desktop Computers  
12 Laptop Computers  
16 Desktop Printers  
5 LCD Monitors  
1 Fax Machine

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 destroyed in accordance with the provision of SDCL 6-13.

Adopted this 10<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Gail Robertson, Secretary

\_\_\_\_\_  
Steven Myers, President

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

BIDS

### AWARDING OF BIDS

### CHEMICALS – WATER/WASTEWATER DEPARTMENT

	<u>Item 1</u>	<u>Item 2</u>	<u>Item 3</u>	<u>Item 4</u>	<u>Item 5</u>	<u>Item 6</u>	<u>Item 7</u>	<u>Item 8</u>
	Carbon Dioxide	Fluorosilicic Acid	Liquid Chlorine	Quicklime	Sodium Hydroxide	Sodium Poly	Sulfur Dioxide	Sulfuric Acid
Air Liquide Industrial	\$8,784.00	~	~	~	~	~	~	~
Carus Corporation	~	~	~	~	~	\$11,200.00	~	~
DPC Industries Inc.	~	\$13,472.00	\$11,950.00	~	~	~	\$10,490.00	~
Graymont (WI) LLC	~	~	~	\$168,652.00	~	~	~	~
Hawkins Inc.	~	\$13,356.00	\$12,950.00	~	\$71,800.00	\$11,300.00	\$10,400.00	\$14,725.00
Lhoist North America	~	~	~	\$340,087.00	~	~	~	~
Mississippi Lime Co.	~	~	~	\$279,840.00	~	~	~	~
Pete Lien & Sons Inc.	~	~	~	\$169,917.00	~	~	~	~
Poet Ethanol Products	\$8,640.00	~	~	~	~	~	~	~
Shannon Chemical Corp.	~	~	~	~	~	\$14,948.00	~	~

Motion was made by Harvey, seconded by Robertson that the following low bids be approved: Carus Corp, Sodium Poly, \$11,200.00; DPC Industries, Liquid Chlorine, \$11,950.00; Graymont (WI) LLC, Quicklime, \$168,652.00; Hawkins Inc., Fluorosilicic Acid, \$13,356.00; Sodium Hydroxide, \$71,800.00; Sulfur Dioxide, \$10,400.00, and Sulfuric Acid, \$14,725.00; Poet Ethanol Products, Carbon Dioxide, \$8,640.00; 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.

### 3<sup>RD</sup> AVENUE WATER MAIN REPLACEMENT

KPH Inc.	\$256,853.00
GM Contracting Inc.	\$304,695.67

Motion was made by Robertson, seconded by Pitts to reject all bids and to authorize the staff to rebid the 3<sup>rd</sup> Avenue Water Main Replacement Project. All members present voted in favor of the motion.

## AUTHORIZATION TO SUBMIT BIDS

### PCS TOWER INSPECTION & MAINTENANCE SERVICES - TELE. DEPT.

Motion was made by Pitts, seconded by Peterson that authorization be given to advertise for bids for PCS Tower Inspection & Maintenance Services for the Telephone Department. All members present voted in favor of the motion.

## EXECUTIVE SESSION

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

The Board reconvened in open session.

Motion was made by Robertson, seconded by Pitts that Curt Kabris be hired to fill the position of Technical and Network Operations Manager at an annual salary of \$130,000.00. 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