

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, September 8, 2014, at the Utility Building with the following members present: Hansen, Harvey, Peterson and President Myers. Absent: Pitts.

## MINUTES

Minutes of the regular meeting held August 11, 2014 and the special meeting held August 25, 2014 were read and approved.

## ADOPTION OF AGENDA

The agenda was adopted.

## APPROVAL OF BILLS AND CLAIMS

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

4Imprint Inc, Supp, \$540.99; 4Nu-Praxair Dist, Supp, \$10.85; A & B Service Garage, Repairs/Supp, \$3,759.94; A T & T, Settlement, \$1,533.47; A T & T, Cust. Toll Free Number, \$52.60; A-I Computers Solutions of Brookings, Supp, \$79.98; Allegra, Printing Supp, \$982.14; Allen, Scott, Remote Broadcasting, \$75.00; Anixter, Supp, \$2,377.50; Anixter, Unreg Inventory, \$558.00; Aramark Uniform Services, Supp, \$326.73; Authorize.Net, Credit Card Processing Fee, \$90.35; Ball, Michelle, Janitorial Service, \$250.00; Banner Associates, Engineering Consulting, \$2,349.35; Barhite, Brooke, Travel, \$45.92; Bekins Fire & Safety, Fire Extinguisher Maint, \$37.50; Bendix, Copier Maint, \$2,636.64; Bluefin Pymt Systems, Credit Card Processing Fee, \$39.46; Bobcat of Bkgs, Supp, \$16.20; Border States Elec, Supp, \$4,374.18; Border States Elec, Unreg Inv, \$1,263.90; Bridle Estates, Sewer Charge Reim, \$1,680.00; Briggs, Ken, Travel, \$134.61; Brookings County Register of Deeds, Easement, \$151.00; Brookings County Treasurer, License, \$4,429.88; Bkgs Credit Bureau, Delinq. Acct Collection, \$34.46; Bkgs Engraving, Signs/Engraving, \$45.00; Brookings Utilities, Office Utility Bill, \$48,997.29; Brower Construction, Siding Installation, \$7,950.00; BSG Clearing Solutions, Settlement, \$433.01; Capitol Sales Co, Unreg Inv, \$100.50; Carquest Auto, Equip Maint, \$206.44; CDW Government, Supp, \$1,074.34; Central Business, Supp, \$1,404.94; Century Business Products, Copier Maint, \$271.54; Century Link, Tele Exp, \$1,426.71; Century Link, Interconnections, \$14,170.37; Century Link, Settlement, \$272.28; CHR Solutions, Consulting Service, \$3,300.00; City of Bkgs, Contract Fee, \$5,333.43; City of Sgt Bluff, Utility Bill, \$157.84; City of Vermillion, Utility Bill, \$388.09; Claritus, Postage Supp, \$635.00; Collins, Kevin, Travel, \$658.88; Courtesy Plbg & Htg, Repair/Supp, \$332.25; Credit Bureau-Watertown, Delinquent Acct Collection, \$439.04; CSSA, Unreg Inv, \$950.48; Culligan of Watertown, Bottled Water,

\$25.50; Dakota Service, Supp, \$2.22; Dakota Supply Group, Supp, \$9,432.44; Daniels, Michael, Travel, \$14.56; Dave's Collision, Vehicle Maint, \$100.63; Dave's Window Cleaning, Window Service, \$58.00; Days Inn, Lodging, \$129.98; DePauw, Sean, Travel, \$43.68; Dept of the Treasury, Fed Tax, \$5,303.89; DHE, LLC, Maint Fee, \$2,200.00; Ditch Witch of SD, Maint/Supp, \$815.91; Dougherty, Kaitlyn, Travel, \$14.00; EarthBend, Internet Server Upgrades, \$7,138.00; Eco Water Systems, Bottled Water, \$93.50; Entone, Repairs/Supp, \$380.00; Eurofins Eaton Analytical, Analysis, \$864.00; Farmers Implement, Equip Maint, \$22.14; Fastenal, Supplies, \$71.44; Fibercomm, Broadband Service, \$6,310.08; First Bank & Trust, Bond Pymt Series 2011, \$36,291.25; Fitts, Morgan, Travel, \$20.16; Flexible Pipe Tool, Repairs, \$460.00; Foerster Supply, Supp, \$321.05; Fox Sports Net North, Contract Fee, \$4,595.74; Freeman, Harvey, Travel, \$41.40; FRRPA, FRRPA Lease, \$12,957.00; Geotek Engineering, Soil Analysis, \$1,926.00; Glazier, Lauren, Travel, \$8.96; Golden West Tech, Tech Support, \$6,179.00; Golden West Telecom, Tele Exp, \$40.11; Goldfield Telecom, Licenses/Internet Upgrade, \$8,869.74; Graybar Electric, Supp, \$623.60; Graymont Capital, Chemicals, \$4,075.25; Hach Chemical, Supp, \$707.49; Henkin Schultz Comm Arts, Advertising, \$40,499.35; Hibu Inc-West, Advertising, \$370.79; Hoak Media of Dakota, Contract Fee, \$1,060.80; Homestead Do It Center, Supp, \$167.60; Hometown Service, Repair/Supp, \$558.64; Ibengabriel, Cliff, Travel, \$12.88; Independent Communication, Contract Fee, \$882.42; Interstate Telecom, Tele Exp, \$1,269.92; J & T Exhaust World, Vehicle Maint, \$8.00; Job Dig, Employment Advertising, \$794.00; Johme, Ashley, Travel, \$119.84; Karpen, Nick, Travel, \$199.36; KDLT TV, Contract Fee, \$892.93; Kjenstad, Kelli, Travel, \$32.02; Laake, Aaron, Travel, \$27.44; Larson, Renee, Travel, \$12.32; LECA, Settlement, \$4,499.00; Locators & Supplies, Repair/Supp, \$100.04; M & T Fire & Safety, Supp, \$263.00; Mack, Scott, Travel, \$553.09; Martin's Inc, Diesel/Oil, \$2,948.83; Mathison Company, Maint/Supp, \$53.13; Mediacom, Broadband Service, \$89.95; Menards-Sx City, Supp, \$57.91; Menards-Watertown, Supp, \$19.65; Midamerican Energy, Utility Bill, \$877.70; Midcontinent, Broadband Service, \$537.20; Midcontinent, Contract Fee, \$203.75; Midwest Glass, Repair/Supp, \$871.56; Midwest Pest Control, Pest Control, \$130.00; Millborn Seeds, Grass Seed/Fertilizer, \$125.00; Napa Auto Parts, Supp, \$41.43; NECA Admin, Number Portability, \$375.00; North West Rec, Utility Bill, \$39.23; Northwestern Energy, Natural Gas, \$233.63; Obeslo, Kayla, Travel, \$102.28; Office Elements, Maint/Supp, \$269.43; Olson, Justin, Travel, \$430.08; Opis Energy Group, Publication, \$294.00; Otter Tail Power, Utility Bill, \$165.83; Our Savior Lutheran Church, Conserve/Demand Incentive, \$1,641.48; Pesola, Robert, Travel, \$6.72; Power & Telephone Supply, Unreg Inv, \$9,975.10; Prairie Graphics, Supp/Uniforms, \$717.60; Pro Tec Roofing, Repair, \$108.16; Pruitt, Christopher, Travel, \$243.76; Prussman Contracting, 3rd St Water Main Replacement, \$95,894.10; Resmen, Kaylene, Travel, \$24.64; Robert L. Carr Co, Westside Life Station Const., \$36,336.55; Roehrig & Assoc, Environmental Audit, \$1,109.47; Rudy's Welding, Supp, \$675.00; Runnings, Supp, \$501.25; Sanderson, Zach, Conserve/Demand Incentive, \$25.00; Schulte, Dan, Travel, \$22.40; Schuneman Equipment, Equip Maint, \$95.91; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$991.00; SD Municipal League, Registration, \$130.00; SD Treasurer, Sales/Excise Tax, \$219,620.63; SDN Communications, Circuit Lease, \$455.70; SDN Communications, Data Tapes, \$1,349.33; SDSU Office of Career Development, Registration, \$150.00; Servicemaster, Janitorial Service, \$260.00; Shaull, Brandi, Travel, \$17.36; Sx Falls Tower & Communications, PCS Tower Work, \$24,470.00; Sx Valley Energy, Utility Bill, \$1,472.12; Smith, Brayden, Travel, \$81.00; Spilde, Jason, Conserve/Demand Incentive, \$25.00; Sprint, Tele Exp, \$58.14; Sprint, PCS Service Fee, \$326,696.95; Sprint, PCS Phone Service,

\$3,397.32; Sprint, PCS Inventory, \$111,594.80; State of Iowa-Treasurer, Sales Tax, \$6,025.00; Stoltenburg, Audie, Travel, \$207.00; Stuart C. Irby, Supp, \$759.00; Sturdevant Auto, Supp, \$280.78; Swiden Distributing, Unreg Inventory, \$339.80; Swiftel Center, Extravaganza Supp, \$471.00; Swiftel, Office Phone Bill, \$80,327.87; Talley Communications, Supp, \$1,363.50; Technocel, PCS Inventory, \$653.64; Test Point Medical, Drug Screening, \$40.00; The HoneyDo Co, Labor, \$185.00; UPS Store, Freight, \$211.27; Titan Machinery, Supp, \$1,373.25; Top Notch Cleaning Service, Janitorial Service, \$1,845.00; Tott's Conoco, Gas, \$534.60; Town & Country Shopper, Employment Advertising, \$112.00; UPS, Freight, \$790.34; Universal Service Adm., USAC Contribution, \$76,755.29; University Estates, Water Charge Reim, \$3,380.00; Walker & Associates, Unreg Inventory, \$537.00; Water & Environmental Engineering Center, Analysis, \$12.00; Watertown Municipal Utilities, Utility Bill, \$299.99; Watson, Tim, Conserve/Demand Incentive, \$10.00; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$240.00; Wesco, Supp, \$2,409.80; Wright, Richard, Travel, \$33.60; Xcel Energy/NSP, Utility Bill, \$1,451.04; Xerox, Copier Maint, \$216.68; Zip Trip, Extravaganza Supp, \$72.48; Zip Trip, Gas, \$5,212.08.

The following are Telephone/Utility Refunds:

Ailts, Miriah, \$117.85; Anderson, Grant, \$17.34; Anderson, Nicole, \$28.47; Bibby, Kyle, \$42.62; Boe, Shari, \$47.86; Carpenter, Jody, \$6.61; Conley, Cory, \$64.86; Dethlefs, Scena, \$46.23; Even, Jason, \$43.38; Even, Shirley, \$145.49; Hamman, Kristen, \$13.53; Hartz, Debra, \$111.30; Hillestad, Gordon, \$2.51; Hillestad, Linda, \$65.65; Hodges, Brady, \$23.46; Houglum, Misti, \$48.82; Jensen, James, \$7.16; Johnson, Bob, \$92.59; Kool, Scott, \$56.77; Lenander, B, \$2.71; McLagan, Donna, \$33.59; Medary Village, \$987.05; Medary Village, \$40.01; Medary Village, \$14.12; Medary Village, \$14.05; Medary Village, \$16.86; Medary Village, \$28.10; Medary Village, \$14.05; Medary Village, \$14.12; Medary Village, \$14.05; Medary Village, \$48.89; Medary Village, \$43.38; Medary Village, \$46.52; Medary Village, \$41.73; Medary Village Laundrette, \$354.37; Nielsen's, \$202.27; Rauch, Jennifer, \$18.92; Schnaidt, Kelli Jo, \$13.81; Schofield, Taylor, \$75.22; Schwarz, Wade, \$2.03; Sjurseth, Matthew & Justine, \$57.72; Southland Estates II, \$37.73; Stack, Donald, \$6.40; Stahlecker, Erin, \$6.67; Stotz, Cody, \$16.22; Thorn, Matthew, \$98.90; Tucker, Dale, \$48.70; VanderWal, Alisha, \$168.92; Winton, Joe, \$8.10; Wixon, Darin, \$159.07.

### PERSONNEL INFORMATION

Department Salaries (August): Electric, \$198,703.64; Water, \$82,853.64; Wastewater, \$79,758.77; Telephone, \$466,174.70;

Retirement, \$46,143.37; Social Security, \$60,200.55; Insurance, \$74,523.28; Deferred Comp, \$12,299.30;

Salary Changes: M. Prussman, \$24.53; M. Kuechenmeister, \$27.84; C. Haakinson, \$24.23;

New Employees: N. Bakker, \$9.00\*; J. Becerra, \$9.00\*;

\*Plus commission

REVIEW OF 2015 CAPITAL IMPROVEMENT PROGRAM

Steve Meyer and Laura Julius presented the proposed 2015 Capital Improvement Program for the Electric, Water, Wastewater and Telephone Funds.

FINAL PAYMENT – 3<sup>RD</sup> STREET WATER MAIN REPLACEMENT PROJECT

Motion was made by Peterson that the following Resolution No. 24-14 be approved.

RESOLUTION NO. 24 - 14

RESOLUTION APPROVING WORK AND AUTHORIZING  
FINAL PAYMENT FOR THE  
3<sup>RD</sup> STREET WATER MAIN REPLACEMENT PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$95,894.10 to Prussman Contracting Inc. hereby be approved for the 3<sup>rd</sup> Street Water Main Replacement Project.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 8th day of September, 2014.

ATTEST:

\_\_\_\_\_  
Tim Harvey, Secretary

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Steven Myers, President

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

SURPLUS EQUIPMENT

Motion was made by Hansen that the following Resolution No. 25-14 be approved.

RESOLUTION NO. 25 - 14

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 for destruction is as follows:

22 Desktop Computers  
9 Printers  
3 Laptops  
5 LCD Monitors

WHEREAS said property for sale is as follows:

1997 Maroon Dodge Caravan VIN 1B4GP44R0VB384283  
Xerox 3030 copier  
Large format bond & tracing paper

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

Adopted this 8<sup>th</sup> day of September, 2014.

ATTEST:

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Tim Harvey, Secretary

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

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

DOT AGREEMENT FOR 25<sup>TH</sup> AVENUE

Motion was made by Hansen that the following Resolution No. 26-14 be approved.

RESOLUTION NO. 26 - 14

RESOLUTION APPROVING STATE FORCE ACCOUNT AGREEMENT  
WITH THE SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

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

1. The Addenda entitled "State Force Account Agreement" with South Dakota Department of Transportation be hereby approved.
2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 8<sup>th</sup> day of September, 2014.

ATTEST:

\_\_\_\_\_  
Tim Harvey, Secretary

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

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

CHANGE ORDER NO. 3 TO PROJECT C – BMU WWTF IMPROVEMENTS

Motion was made by Peterson, seconded by Harvey to approve Change Order No. 3 for various modifications to the Wastewater Treatment Facility Upgrade – Project C. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

The following bids were opened and publicly read at 1:30 p.m. on September 5, 2014, and presented at this time for consideration and action.

PCS TOWER & SITE WORK

	<u>Base Bid</u>
Sioux Falls Tower	\$117,150.00
Tower Systems	\$151,200.00

Motion was made by Hansen, seconded by Peterson that the base bid plus options 1, 2 and 5 from Sioux Falls Tower for the PCS Tower and Site Work 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.

AUTHORIZATION TO SUBMIT BIDS

WELLS – EAST WELL FIELD WATER DEPARTMENT

Motion was made by Peterson, seconded by Harvey that authorization be given to advertise for bids for Wells at the East Well Field. All members present voted in favor of the motion.

## EXECUTIVE SESSION

Motion was made by Peterson, seconded by Hansen 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 Hansen, seconded by Peterson that the following salary changes be made. All members present voted in favor of the motion.

### I. Cost of Living Adjustments:

Increase the base pay of positions on the following wage structures and the salary of the following positions by 2 ½% effective October 1, 2014:

Management Wage Structure  
Watertown Marketing Wage Structure (non-exempt employees)  
Sioux Falls Marketing Wage Structure (non-exempt employees)  
Sioux City Marketing Wage Structure (non-exempt employees)  
Brookings Retail Marketing Wage Structure (non-exempt employees)  
Utility Operations Manager  
Network & Technical Operations Manager  
Finance & Accounting Manager  
Swiftel General Manager  
Executive Vice President/General Manager

Increase the base pay of positions on the following wage structures by 2 ½ % effective January 1, 2015:

Brookings Retail Marketing Wage Structure (exempt employees)  
Brookings Wireline Marketing Wage Structure (exempt employees)  
Watertown Marketing Wage Structure (exempt employees)  
Sioux Falls Marketing Wage Structure (exempt employees)  
Sioux City Marketing Wage Structure (exempt employees)

## ADJOURNMENT

The meeting adjourned.

ATTEST:

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Tim Harvey, Secretary

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Steven Myers, President