

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 11, 2014, at the Utility Building with the following members present: Harvey, Peterson, Pitts and President Myers. Absent: Hansen.

### MINUTES

Minutes of the regular meeting held July 14, 2014 and the special meetings held July 31, 2014 were read and approved.

### ADOPTION OF AGENDA

The agenda was adopted.

### APPROVAL OF BILLS AND CLAIMS

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

A T & T, Settlement, \$1,307.72; A T & T, Cust. Toll Free Number, \$54.17; Adams, Tiffany, Travel, \$20.72; Airwatch, Software, \$2,800.00; Allegra, Printing Supp, \$4,876.58; Alliance Comm, PCS Access, \$35.83; Alphagraphics, Supp, \$361.70; Approved Networks, Supp, \$520.00; Aramark Uniform Services, Supp, \$459.76; Authorize.Net, Credit Card Processing, \$89.95; Auto Body Specialties, Supp, \$13.18; Ball, Michelle, Janitorial Service, \$200.00; Barhite, Brooke, Travel, \$53.76; Bendix, Copier Maint, \$2,345.96; Black Box Resale Services, Unreg Inventory, \$505.00; Bluefin Pymt Systems, Credit Card Processing Fee, \$29.90; Border States Elec, Supp, \$2,812.32; Bridle Estates, Sewer Charge Reim, \$1,662.50; Brookfield Equinox, Supp, \$1,442.60; Brookings Credit Bureau, Delinq. Acct Collection, \$87.42; Bkgs Radio, Advertising, \$1,000.00; Bkgs Utilities, Office Utility Bill, \$46,959.86; Bkgs Utilities, Service Appl Fee, \$1,764.00; BSG Clearing Solutions, Settlement, \$171.66; Bunkers, Renee, Travel, \$16.80; Calix, FTTH Inventory, \$16,775.62; Calix, Supp, \$7,807.44; Capitol Sales Co, Unreg Inv, \$33.50; Careerbuilder, Employment Advertising, \$350.00; Carquest Auto, Equip Maint, \$293.36; CDW Government, Supp, \$572.58; Cellebrite USA, Supp, \$3,658.00; Central Business, Supp, \$1465.79; Century Business Products, Copier Maint, \$202.21; Century Link, Tele Exp, \$229.72; Century Link, Interconnections, \$8,100.65; City of Brookings, Contract Fee, \$5,326.48; City of Beresford, Utility Bill, \$154.11; City of Brookings, Landfill Fee, \$612.11; City of Bkgs St Dept, Repairs, \$468.05; City of Sgt Bluff, Utility Bill, \$162.07; City of Vermillion, Utility Bill, \$358.01; Clay Union Elec, Utility Bill, \$163.95; Codington Clark Elec, Utility Bill, \$35.00; Collins, Kevin, Travel, \$628.60; Coteau Shopper, Employment Advertising, \$171.96; Credit Bureau-Watertown, Delinquent Acct Collection, \$1,421.15; CSSA, Unreg Inv, \$2,696.16; Culligan-Bkgs, Bottled Water, \$104.50; Culligan-Bkgs, Water Cooler, \$2,780.00;

Culligan-Watertown, Bottled Water, \$34.50; Dakota Supply Group, Supp, \$6,431.14; Daniels, Michael, Travel, \$16.24; Datalink, Supp, \$3,150.00; Dave's Window Cleaning, Window Service, \$108.00; Days Inn, Lodging, \$129.98; DePauw, Sean, Travel, \$80.64; Dept of the Treasury, Fed Tax, \$5,251.39; Dex Media East, Advertising, \$63.50; Directory Resources, Software Maint, \$1,100.00; Ditch Witch of SD, Maint/Supp, \$1,438.20; DVL Fire & Safety, Fire Extinguishers Inspections, \$1,005.00; Earl May Seed & Nursery, Supp, \$79.98; Eco Water, Bottled Water, \$93.50; Entone, Unreg Inv, \$557.40; Exhaust Pros of Bkgs, Vehicle Maint, \$148.16; Farmers Coop, Supp, \$91.40; Fastenal, Supp, \$10.69; Fed Ex, Freight, \$238.52; Ferguson Waterworks, Supp, \$70.20; Fiber Comm Solutions, Supp, \$61.50; Fibercomm, Broadband Service, \$6,310.08; First Bank & Trust, Bond Pymt Series 2011, \$36,291.25; Fitts, Morgan, Travel, \$15.51; Five-Star Awards & More, Supp, \$5.00; Foerster Supply, Supp, \$2,054.65; Fox Sports Net North, Contract Fee, \$4,525.54; Freeman, Harvey, Travel, \$41.40; FRRPA, FRRPA Lease, \$12,957.00; George's Pizza, Employee Appreciation, \$111.39; Glazier, Lauren, Travel, \$30.24; Golden West Tech, Tech Support, \$1,197.30; Golden West Telecom, Tele Exp, \$40.71; Graybar Elec, Supp, \$1,822.61; Graymont Capital, Chemicals, \$7,491.21; Gridor Const, WWTP Upgrade, \$812,691.90; Hamlin Building Center, Supp, \$108.10; Hawkins Inc, Chemicals, \$1,472.50; H-D Electric, Utility Bill, \$230.79; HD Supply Waterworks, Supp, \$573.15; HDR Engineering, Engineering Service, \$73,232.40; Henkin Schultz Comm Arts, Advertising, \$19,623.51; Hershman, Casey, Travel, \$20.72; Hibu Inc-West, Advertising, \$378.33; Hoak Media of Dakota, Contract Fee, \$1,051.62; Hohn, Trevor, Travel, \$191.88; Homestead Do It Center, Supp, \$896.75; Hometown Service, Repair/Supp, \$52.90; Ibengabriel, Cliff, Travel, \$20.16; Imprint Plus, Supp, \$80.18; Independent Comm, Contract Fee, \$873.60; Interstate Power Systems, Equip/Maint, \$725.77; Interstate Telecom, Tele Exp, \$1,557.39; IT Outlet, Supp, \$40.00; Jensen, Stacey, Travel, \$7.28; Jerry's Morningside Pizza, Supp, \$159.50; Johme, Ashley, Travel, \$165.20; Jones Dr Tasha, Safety Glasses, \$294.00; Jones Pest Control, Pest Control, \$45.00; Karpen, Nick, Travel, \$114.24; KDLT TV, Contract Fee, \$884.00; KGP Logistics, Supp, \$351.87; Knettel, Trever, Travel, \$229.60; Krier & Blain, Maint, \$914.46; LECA, Settlement, \$4,499.00; Leech, Steve, Labor/Supp, \$1,090.00; Lewis Drug, Supp, \$67.57; Locators & Supplies, Receiver/Transmitter/Bag, \$3,876.52; Lounsbery, Jeff, Travel, \$13.80; Lowe's, Supp, \$3,314.19; M & T Fire & Safety, Supp, \$240.00; Mack, Scott, Travel, \$479.96; Martin's Inc, Diesel/Oil, \$257.18; Matheson Tri-Gas, Supp, \$170.18; Mathison Co, Maint/Supp, \$480.00; Mediacom, Broadband Service, \$89.95; Medinger, Amanda, Travel, \$49.84; Menards-Sx City, Supp, \$15.96; Menards-Sx Falls West, Supp, \$2.39; Mercy Business Health, Drug Screening, \$57.50; Mid South Telecom, Repairs/Supp, \$200.00; Midamerican Energy, Utility Bill, \$1,299.31; Midcontinent, Broadband Service, \$285.56; Midcontinent, Contract Fee, \$194.75; Midwest Alarm, Monitoring Service, \$63.00; Midwest Glass, Repair/Supp, \$3,367.35; Millborn Seeds, Grass Seed/Fertilizer, \$62.50; Missouri River, Supplemental Power, \$1,295,258.29; Missouri River, WAPA Allocation, \$307,082.51; Mixed, Meeting Supp, \$103.66; Monoprice, Supp, \$105.71; Napa Auto Parts, Supp, \$12.92; NECA Admin, Number Portability, \$375.00; Nielsen's, Repair/Supp, \$46.64; Northern Truck Equipment, Equip/Maint, \$1,317.80; Northwestern Energy, Natural Gas, \$39.94; Novak Sanitary Service, Shredding, \$104.48; Obeslo, Kayla, Travel, \$17.92; Office Elements, Maint/Supp, \$213.79; Olson, Justin, Travel, \$372.40; Orpheum Bldg, Utility Bill, \$138.87; Otter Tail, Utility Bill, \$196.53; Patrick, Dan, Travel, \$22.96; Power & Telephone Supply, Supp, \$5,462.80; Power & Telephone Supply, Unreg Inv, \$4,661.30; Prairie Graphics, Supp/Uniforms, \$161.00; Prostrollo Motor, Equip/Maint, \$161.34; Public Opinion, Employment Advertising, \$253.44; Qdoba, Supp,

\$237.50; Rains, Jake, Travel, \$11.76; Reed, Jeff, Travel, \$69.00; Resmen, Kaylene, Travel, \$19.93; Richter, Rachel, Conserve/Demand Incentive, \$25.00; Roehrig & Assoc, Mileage/Lodging/Meals, \$1,632.34; Runnings, Supp, \$1,016.08; Sabre Tower & Poles, Structural Analysis, \$553.26; Sancom, PCS Access, \$11.86; Schulte, Dan, Travel, \$109.20; Schuneman Equipment, Equip Maint, \$328.16; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$2,568.00; SD Treasurer, Sales/Excise Tax, \$214,739.30; SD Water & Wastewtr Assn, Registration, \$300.00; SDSU Bookstore, Publication, \$125.08; SDSU Dairy Plant, Meeting Supp, \$134.88; SDSU Dept of Finance & Budget, Training/Parking Fee, \$992.25; SDTA, Registration, \$600.00; Servall Towel & Linen, Supp, \$268.80; Servicemaster, Janitorial Service, \$260.00; Shaull, Brandi, Travel, \$18.48; Sx Valley Energy, Utility Bill, \$954.21; Skiles, Miranda, Travel, \$35.84; South Sioux City, Utility Bill, \$562.83; Sprint, Tele Exp, \$69.31; Sprint, PCS Service Fee, \$330,376.81; Sprint, PCS Phone Service, \$3,375.01; Sprint, PCS Inventory, \$135,101.15; Sprint-Bkgs, PCS Accessories, \$68.00; Sprint-Sx City, PCS Accessories, \$1,081.49; SS Powder Coating, Supp, \$350.00; State Of Iowa-Treasurer, Sales Tax, \$6,025.00; Stoltenburg, Audie, Travel, \$438.80; Stoney Creek Inn, Lodging, \$107.35; Stripes By Todd, Asphalt Patching, \$1,028.16; Stuart C. Irby, Supp, \$12,679.56; Sturdevant Auto, Supp, \$61.01; Swiftel Communications, Office Phone Bill, \$82,133.44; Synergy Power Group, Supp, \$1,782.06; T & R Contracting, 6th St Western/Main, \$35,499.48; Teled. Comm, Tech Support, \$160.00; Teledynamics, Unreg Inv, \$43.50; Telkamp, Gary, Conserve/Demand Incentive, \$25.00; UPS Store, Freight, \$149.78; Thein Well Co, EWP Well 2 Repair, \$34,635.58; Thein Well Co, NWP Well 8 Repair, \$37,697.59; Thompson, Mark, Cork Tiles, \$45.26; Tires Tires Tires, Vehicle Maint, \$55.00; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tott's Conoco, Gas, \$138.00; Tott's Conoco, Vehicle Maint, \$34.95; Town & Country Shopper, Employment Advertising, \$196.00; UPS, Freight, \$677.15; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$76,755.28; University Estates, Water Charge Reim, \$3,380.00; Vantage Point, Engineering Consulting, \$6,389.99; Walder, David, Conserve/Demand Incentive, \$50.00; Walker & Associates, Unreg Inv, \$4,556.00; Water & Environmental Engineering, Analysis, \$3,145.00; Watertown Utilities, Utility Bill, \$851.55; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$240.00; Wells Fargo, Deposit Tickets, \$169.35; Wesco, Supp, \$4,380.00; Windermere Properties, Temp/Elec. Service Refund, \$195.00; Wright, Richard, Travel, \$7.84; WW Tire, Equip Maint, \$60.00; Xcel Energy/NSP, Utility Bill, \$1,498.83; Xerox, Copier Maint, \$345.82; Zip Trip, Gas, \$2,294.95.

The following are Utility/Telephone Refunds:

Beckley, Willie, \$204.97; Broadacre Mbl Homes, \$79.59; Bye, Nicole, \$21.25; Davis, Marc, \$5.17; Frederick, Trey, \$80.52; Guadalajara, \$100.00; Haan, Cathy, \$277.33; Hemmingson, Kaitlyn, \$44.29; Kopplow, Brendon, \$4.90; Misslitz, Christina, \$4.39; Opdahl, Lee, \$19.00; Osvog, Lillian, \$24.57; R & B Properties, \$74.17; R & L Properties, \$34.25; Roden Rentals, \$36.73; Southland Court, \$24.32; Stack, Donald, \$6.15; Tuscherer, Sasha, \$49.11; V K Properties, \$125.30; V K Properties, \$178.58; Blackmore, James, \$225.98; Broadbent, Sylvia, \$14.89; Christensen, Matthew, \$18.04; Conley, Patrick, \$10.28; Eide, Greg, \$127.31; Godes, Catherine, \$24.66; Gordon, Ashley, \$2.88; Jump Start Nutrition, \$4.32; Kindelsphire, Josh, \$31.29; Lammers, Jamison, \$52.89; Leraas, D, \$11.22; Lusk, James, \$16.07; Minor, Loyd, \$13.45; Parliament, Pamela, \$66.85; Petersen, Mitchell, \$99.31; Red Cross/Bkgs SD Chapter, \$27.99; Robbins, Michael, \$23.91; Serrao, Ryan, \$6.92; Smith, Trei, \$2.59; Tanderup, Cyril, \$13.01; Waltz, Ruth, \$15.94; Widner, Sheila, \$9.19; Wiskur, Megan, \$159.52.

## PERSONNEL INFORMATION

Department Salaries (July): Electric, \$212,077.24; Water, \$89,970.34; Wastewater, \$85,471.30; Telephone, \$490,504.76;

Retirement, \$48,441.27; Social Security, \$64,319.53; Insurance, \$75,685.35; Deferred Comp, \$12,896.73;

Salary Changes: H. Aason, \$18.66; J. Borns, \$29.76; K. Briggs, \$35.90; R. Christensen, \$34.17; T. Dahmen, \$34.17; B. Drexler, \$34.10; J. Ekern, \$29.76; D. Finn, \$23.36; H. Freeman, \$32.57; T. Heldt, \$18.66; J. Horst, \$32.57; J. Hulscher, \$27.68; K. Jensen, \$23.86; A. Johme, \$19.26; S. Kindt, \$29.76; J. Kleinemas, \$32.57; J. Kriese, \$30.93; D. Kruse, \$30.93; J. Larson, \$27.01; J. Lenander, \$15.84; J. Lounsbery, \$28.27; P. Lund, \$20.55; T. McLaughlin, \$20.55; M. Menken, \$29.76; B. Nelson, \$29.76; J. Owen, \$18.27; M. Platzeck, \$32.57; C. Pruitt, \$15.41; J. Reed, \$29.76; S. Rients, \$27.01; C. Strand, \$26.06; L. Swenson, \$27.01; J. Tilden, \$19.26; S. Malsam, \$10.12\*; E. Martinez, \$12.74\*; K. Resmen, \$11.88; B. Smith, \$10.68\*;

K. Baerg, \$24.53; J. Hanson, \$25.75; K. Harvey, \$25.75; T. Hohn, \$18.03; K. Hougland, \$25.75; M. Kuechenmeister, \$27.01; D. Loban, \$24.53; K. Meyer, \$5,699.21; R. Meyer, \$25.75; S. Minor, \$30.93; K. Moad, \$25.75; L. Mutchler, \$27.01; T. Naatjes, \$29.38; M. Page, \$24.53; M. Prussman, \$23.30; J. Sitter, \$24.53; G. Telkamp, \$24.53; N. Vandersnick, \$25.75; M. Volkers, \$25.75; R. Wendland, \$25.75; M. Hintz, \$24.53; D. Nemitz, \$14.44; D. Rauscher, \$18.40; R. Roth, \$22.08; D. Rusten, \$13.07; J. Weverka, \$18.40;

J. Anderson, \$22.72; J. Axtell, \$27.61; L. Bebensee, \$22.72; S. Billet, \$18.66; C. Bohlen, \$25.05; T. Bruna, \$18.66; T. Charging, \$19.57; J. Christenson, \$21.21; W. Clark, \$27.61; B. DeBeer, \$18.66; D. Duff, \$18.66; K. Ekern, \$21.62; K. Gerdes, \$16.79; K. Johnson, \$15.66; M. Jorgensen, \$17.82; S. McKeown, \$22.05; J. McKibben, \$18.66; T. Mumby, \$16.89; A. Nielsen, \$19.57; J. Nielsen, \$16.89; T. Roach, \$19.57; L. Sebring, \$19.46; A. Skyberg, \$22.55; S. Spurrell, \$16.89; D. Steege, \$30.93; R. Volkers, \$18.66; D. Wakeman, \$30.93; T. Hietpas, \$10.14; C. Holm, \$12.04; S. Thompson, \$10.14;

S. Anderson, \$32.57; N. Axtell, \$32.57; C. Carpenter, \$27.01; M. Collins, \$32.57; W. Conn, \$23.36; L. Dickey, \$28.12; A. Egeberg, \$23.36; D. Eidsness, \$32.57; R. Foster, \$32.57; C. Haakinson, \$22.96; T. Haaseth, \$36.62; B. Halvorson, \$23.36; D. Mahanke, \$34.17; N. Maher, \$21.21; J. Millard, \$21.66; C. Nutter, \$32.57; K. Osthus, \$32.57; B. Pedersen, \$29.76; B. Peterson, \$23.36; L. Reed, \$34.17; C. Stainbrook, \$36.62; T. Swanson, \$32.57; R. Thompson, \$29.76; T. VanderWal, \$32.57; S. VanDuyn, \$19.26; J. Volkers, \$32.57; R. White, \$32.57; R. Perry, \$24.44;

New Employees: D. Littsen, \$9.00\*; M. Welch, \$9.00\*.

\*Plus commission.

BEDC PRESENTATION

Dwaine Chapel informed the Board on the Innovation Center/Research Park status.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of second quarter 2014.

REVIEW OF 2015 CAPITAL IMPROVEMENT PROGRAM

Steve Meyer and Laura Julius presented the proposed 2015 Capital Improvement Program for all funds.

SURPLUS EQUIPMENT

Motion was made by Pitts that the following Resolution No. 21 – 14 be approved.

RESOLUTION NO. 21 - 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 is itemized on the list attached hereto titled surplus items to be sold.

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 11<sup>th</sup> day of August, 2014.

ATTEST:

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

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

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

FINAL PAYMENT – 2013 6<sup>TH</sup> STREET BMU/DOT PROJECT – WESTERN AVENUE TO MAIN AVENUE

Motion was made by Peterson that the following Resolution No. 22 - 14 be approved.

RESOLUTION NO. 22 - 14

RESOLUTION APPROVING WORK AND AUTHORIZING  
FINAL PAYMENT FOR THE 2013  
6<sup>TH</sup> STREET BMU/DOT PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$35,499.48 to T & R Contracting Inc. hereby be approved for the 2013 6<sup>th</sup> Street BMU/DOT Project.

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

Adopted this 11th day of August, 2014.

ATTEST:

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

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

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

NATIONAL RURAL TELECOMMUNICATIONS COOPERATIVE AGREEMENT

Motion was made by Harvey, seconded by Peterson to approve the Affiliation Agreement for Programming Distribution Services with National Rural Telecommunications Cooperative (NRTC). All members present voted in favor of the motion.

APPLICATION FOR EXTENSION OF WATER/SEWER MAINS AND CONNECTION INTO THE CITY WATER/SEWER SYSTEM—CHRISTIE HEIGHTS ADDITION

Motion was made by Peterson, seconded by Pitts that the application for extension of water and sewer mains and connection into the city water and sewer system requested by

Oakwood Equity Group for Christie Heights Addition be approved. 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 July 24, 2014, and presented at this time for consideration and action.

NEXT GENERATION NETWORK SOFTSWITCH – TELEPHONE DEPARTMENT

	<u>BASE BID</u>	<u>OPTION 2</u>	<u>OPTION 3</u>
Genband	\$836,049.00		
Metaswitch	\$583,231.00	\$12,750.00	\$48,651.00

Motion was made by Harvey, seconded by Peterson that the base bid plus Options 2 and 3 from Metaswitch in the amount of \$644,632.00 for Next Generation Network Softswitch for the Telephone Department 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.

The following bids were opened and publicly read at 1:30 p.m. on August 7, 2014, and presented at this time for consideration and action.

ALUMINUM STREET LIGHT POLES WITH ARMS / FOUNDATIONS

	<u>ITEM 1</u> QUANTITY - 40 WITH ARMS	<u>ITEM 2</u> QUANTITY - 40 FOUNDATIONS
BORDER STATES (P & K)	-	\$15,500.00
WESCO	\$25,520.00	\$14,520.00
IRBY	\$25,676.00	\$15,730.00
RESCO	\$26,175.20	\$15,479.20
GRAYBAR	\$26,120.00	\$15,600.00
BORDER STATES (VALMONT)	\$26,660.00	\$15,500.00

Motion was made by Harvey, seconded by Pitts that the low bid of WESCO in the amount of \$25,520.00 for Item 1 – 40 Aluminum Street Light Poles with Arms and Item 2 – 40 Aluminum Street Light Poles Foundations in the amount of \$14,520.00 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.

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.

ADJOURNMENT

The meeting adjourned.

ATTEST:

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

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Steven Myers, President