

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, March 9, 2015, at the Utility Building with the following members present: Carruthers, Hansen, Harvey, Pitts, and Vice President Peterson.

MINUTES

Minutes of the regular meeting held February 9, 2015, and the special meeting held February 23, 2015, were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

ELECTION OF OFFICERS

Motion was made by Hansen, seconded by Carruthers to nominate Dave Peterson to President of the Board, Tim Harvey to Vice President of the Board and Carol Pitts to Secretary of the Board and that nominations cease and that a unanimous ballot be cast for Dave Peterson for President of the Board, Tim Harvey for Vice President of the Board and Carol Pitts for Secretary of the Board. All members present voted in favor of the motion.

AUDIT COMMITTEE

Motion was made by Peterson, seconded by Pitts to appoint Tim Harvey and Dave Peterson to serve on the Audit Committee. All members present voted in favor of the motion.

APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supplies, \$11.16; A T & T, Settlement, \$1,310.74; A T & T, Cust. Toll Free Number, \$54.24; Advanced Engineering & Enviro Service, Engineering Consulting, \$2,424.94; Advanced Media Tech, Unreg Inventory, \$1,384.32; Allegra, Printing Supp, \$4,927.92; AMP Electric, Labor/Supp, \$371.41; Approved Networks, Supp, \$2,892.50; Aramark Uniform Services, Supp, \$325.76; Authorize.Net, Credit Card Processing Fee, \$108.60; Automatic Bldg Controls, Fire Alarm System Testing, \$258.06; Ball, Michelle, Janitorial Service, \$200.00; Barhite, Brooke, Travel, \$83.95; Barnhart, Labor/Supp, \$6,692.50; Black Box Resale Services, Supp, \$11.00; Black Box Resale Services, Unreg Inv, \$862.00; Blooston & Mordkofsky, Legal Service, \$2,725.00; Bluefin Pymt Systems, Credit Card Processing Fee, \$4,353.53; Border States Elec, Conduit, \$2,250.00; Border States Elec, Supp, \$6,437.35; Border States Elec, Unreg Inv, \$1,977.76; Boyer Trucks, Repairs/Supp, \$37.24; Bridle Estates, Sewer Charge Reim, \$1,645.00; Bkgs Credit Bureau, Delinq. Acct Collection, \$288.42; Bkgs Utilities, Office Utility Bill,

\$50,595.00; Bkgs Radio, Job Fair Registration, \$275.00; Bruns, Brooke, Travel, \$11.50; BSG Clearing Solutions, Settlement, \$356.15; Bullock, Barb, Conserve/Demand Incentive, \$125.00; Capitol Sales Co, Unreg Inv, \$106.40; Carquest Auto, Equip Maint, \$617.29; Carus Corp, Chemicals, \$2,352.00; CDW Government, Supp, \$3,891.57; Central Business, Supp, \$2,349.36; Century Business Products, Copier Maint, \$712.71; Century Link, Tele Exp, \$323.22; Century Link, Interconnections, \$8,092.92; Century Link, Settlement, \$272.27; CHR Solutions, Terminal Server, \$3,140.00; City of Bkgs, Contract Fee, \$5,562.07; City of Bkgs, Landfill Fee, \$183.54; City of Vermillion, Utility Bill, \$320.90; Claritus, Postage Supp, \$756.46; Codington Clark Elec, Utility Bill, \$57.78; Collins, Kevin, Travel, \$672.75; Conner, Michele, Travel, \$584.20; Courtesy Plbg & Htg, Repair/Supp, \$268.80; Credit Bureau-Watertown, Delinq Acct Collection, \$1,311.23; CSSA, Supp, \$44.24; CSSA, Unreg Inv, \$51,444.52; Culligan of Bkgs, Bottled Water, \$89.50; Culligan of Watertown, Bottled Water, \$25.50; Cutler Law Firm, LLP, Legal Service, \$1,564.72; Dakota Service, Supp, \$25.97; Dakota Supply Group, Supp, \$987.06; Dale's Alignment, Vehicle Maint, \$129.89; Davis Excavating, Snow Removal, \$90.00; Days Inn, Lodging, \$137.98; DePauw, Sean, Travel, \$104.08; Dept of the Treasury, Fed Tax, \$5,511.05; DHE, LLC, Maint Fee, \$2,200.00; Ditch Witch of SD, Maint/Supp, \$8,082.89; DPC Industries, Chemicals, \$478.00; Einspahr Auto Plaza, Vehicle Maint, \$22.13; Entone, Unreg Inv, \$203.40; Ethanol Products, Chemicals, \$1,192.75; Exhaust Pros, Vehicle Maint, \$17.95; Express Communications, Settlement, \$9,046.97; Farmers Coop, Supp, \$55.65; Farmers Implement, Equip Maint, \$50.00; Fastenal, Supp, \$634.57; Fed Ex, Freight, \$48.09; Fiber Comm Solutions, Supp, \$531.55; Fibercomm, Broadband Service, \$6,310.57; First Bank & Trust, Bond Pymt Series 2011, \$36,478.75; Foerster Supply, Supp, \$1,144.45; Fox Sports Net North, Contract Fee, \$5,507.82; Freeman, Harvey, Travel, \$82.80; Frontier Precision, Equipment, \$880.43; Golden West Tech, Tech Support, \$5,972.01; Golden West Telecom, Tele Exp, \$40.19; Graybar Electric, Supp, \$973.42; Graybar Electric, Unreg Inv, \$12,279.83; Graymont Capital, Chemicals, \$7,413.02; Haaseth, Todd, Crimping Tools, \$125.00; Hach Chemical, Supp, \$643.60; HDR Engineering, Engineering Service, \$42,757.37; Healy Consulting, Wage Survey, \$6,000.00; Heat Authority, Supp, \$910.00; Henkin Schultz Comm Arts, Advertising, \$20,500.33; Hewlett Packard, Workstation, \$6,354.16; Hibu Inc-West, Advertising, \$386.00; Hillyard/Sx Falls, Repair/Supp, \$198.20; Homestead Do It Center, Supp, \$241.91; Hometown Service, Repair/Supp, \$156.59; Husby, Tyler, Conserve/Demand Incentive, \$50.00; Independent Communication, Contract Fee, \$1,013.79; Industrial Machine & Eng., Repairs/Supp, \$155.00; Interstate Telecommunications, Tele Exp, \$1,279.58; Iowa Network Services, Wireless Transport, \$9.76; Johme, Ashley, Travel, \$205.52; Karpen, Nick, Travel, \$181.70; KDLT TV, Contract Fee, \$1,995.23; KELO, Contract Fee, \$2,480.55; Kjenstad, Kelli, Travel, \$163.30; Knettel, Trever, Travel, \$251.28; Kuhns, Brian, Conserve/Demand Incentive, \$25.00; Larson, Jack, Travel, \$82.80; LECA, Settlement, \$4,052.00; Littsen, Destyni, Travel, \$181.13; M & T Fire & Safety, Supp, \$248.25; MacDoctors, Maint/Supp, \$196.00; Malsam, Shayla, Travel, \$6.33; Martian, Matthew, Travel, \$10.35; Martin's Inc, Diesel/Oil, \$274.67; Matheson Tri-Gas, Supp, \$175.39; Menards-Sx City, Supp, \$52.52; Menards-Watertown, Supp, \$13.44; Merchant Transact, Credit Card Processing Fee, \$445.26; Metering & Technology Solutions, Meters, \$11,008.14; Mid South Telecom, Repairs/Supp, \$50.00; Midamerican Energy, Utility Bill, \$845.59; Midcontinent, Broadband Service, \$287.03; Midcontinent, Contract Fee, \$236.70; Midwest Alarm-Sx City, Remote Programming, \$60.00; Mills, Jack E., Cam Charges, \$15,609.81; MMUA, Training, \$1,170.00; My Cable Mart LLC, Supp, \$41.02; Napa Auto Parts, Supp, \$99.97; Nelson, Brian, Travel, \$13.80; Nielsen's, Repair/Supp, \$356.28; North West Rec,

Utility Bill, \$41.35; Northwestern Energy, Natural Gas, \$10.00; Office Elements, Maint/Supp, \$192.88; Olson, Justin, Travel, \$92.00; One Source-Background Check, Employee Verification, \$54.00; Opis Energy Group, Publication, \$312.00; Outlaw Graphics, Supp, \$600.00; Power & Telephone Supply, Unreg Inv, \$3,199.50; Prairie Graphics, Supp/Uniforms, \$47.00; Prussman Contracting, Water Line Repair, \$1,108.84; Rental Depot, Equip Rental, \$44.94; Resmen, Kaylene, Travel, \$22.77; Rients, Shane, Travel, \$55.20; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$810.00; Runnings, Supp, \$1,601.10; Schoon's Pump N' Pak, Gas, \$2,931.31; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$560.00; SD Treasurer, Sales/Excise Tax, \$201,927.22; SDN Communications, Maint, \$4,414.00; SDN Comm., Server, \$19,796.00; SDN Comm, Workstations, \$403.66; Security Card Services, Supp, \$268.60; Sefcor Inc., Supp, \$798.60; Servall Towel & Linen, Supp, \$245.75; Servicemaster, Janitorial Service, \$260.00; Sioux Falls Tower, PCS Tower Site Work, \$117,150.00; Sioux Falls Utilities, Utility Bill, \$421.95; Sioux Valley Energy, Utility Bill, \$1,196.98; Snap on Tools, Supp, \$12.95; Sprint, Tele Exp, \$60.49; Sprint, PCS Service Fee, \$113,391.26; Sprint, PCS Phone Service, \$4,648.02; Sprint, PCS Inventory, \$84,993.86; Sprint-Sx Falls, PCS Accessories, \$3,881.90; Staples, Supp, \$205.98; State of Iowa-Treasurer, Sales Tax, \$5,702.00; Stoltenburg, Audie, Travel, \$415.73; Sturdevant Auto, Supp, \$358.60; Swenson, Lance, Conserve/Demand Incentive, \$27.00; Swiden Distributing, Supp, \$199.95; Swiftel Communications, Office Phone Bill, \$85,927.27; Syrstad Oil Inc, Vehicle Maint, \$73.00; Telquest International, Unreg Inv, \$269.87; UPS Store, Freight, \$198.43; Top Notch Cleaning Service, Janitorial Service, \$1,845.00; Tott's Conoco, Gas, \$250.00; Town & Country Shopper, Advertising, \$339.00; Town, Helen, Conserve/Demand Incentive, \$45.00; Travel Leaders, Air Fare, \$910.70; Union County Electric, Utility Bill, \$236.80; UPS, Freight, \$374.69; Universal Service Adm., USAC Contribution, \$96,034.78; University Estates, Water Charge Reim, \$3,315.00; Uptowne Cleaners, Cleaning Service, \$12.77; Vantage Point, Engineering Consulting, \$10,067.98; Vaonet, Support Agreement, \$3,250.00; Watertown Area Home Builders, Registration, \$405.00; Watertown Utilities, Utility Bill, \$366.93; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$244.40; Wells Fargo, Deposit Bags, \$57.93; Wesco, Supp, \$1,003.20; Westergaard, Bruce, Conserve/Demand Incentive, \$36.00; Wheeldon's, Equip Maint, \$32.95; Wireless Xcessories Group, PCS Inv, \$420.00; Wright, Richard, Travel, \$18.40; WW Tire, Equip Maint, \$25.00; Xcel Energy/NSP, Utility Bill, \$677.12; Xerox, Copier Maint, \$140.93; Young Broadcasting-SF, Employment Advertising, \$188.00; L & L Substations, Supp, \$11,768.35.

The following are Telephone/Utility Refunds:

3V2K LLC, \$77.75; Anderson, Clint & Melissa, \$78.04; Auto Pro, \$118.99; Bethel Baptist Church, \$47.41; Englund, Jonathon, \$203.02; Gab, Brooks, \$71.32; Smith, Kimberly, \$144.43; Thompson, Leanna, \$5.23; Achen, Emily, \$2.11; Anderson, Mildred, \$7.88; Bothe, Viola, \$12.33; Brage, Dolores, \$31.84; Bkgs Property Mgmt, \$804.00; Cosby, Donna, \$45.82; Debough, Ira, \$14.16; Downtown Bkgs Inc, \$396.00; Edgewood Vista Assisted Living, \$207.87; Electric Supply, \$13,095.00; Furman, Melaine, \$269.33; Hakeman, Doug, \$28.45; Ideal Wedding Center, \$198.00; JVN Landscapes, \$475.20; Meier Visual Clinic, \$342.00; Montalvo, Tiffany, \$40.74; Montgomery, George, \$16.35; Myers, Kayla, \$30.13; National Opinion Research Center, \$10.27; Pedersen, CR, \$15.48; Privett, Patricia, \$8.89; Puppe, Dan, \$77.08; Rohl, Sandy, \$57.57; SDSU Athletic/HPER, \$60.47; Sioux Falls Construction, \$70.05; Southwest Datacom, \$28.08; Speck, Bob, \$12.01; Vosberg, James, \$15.95; Waltz, Ron, \$12.65; Westside Wheels, \$131.86

PERSONNEL INFORMATION

Department Salaries (February): Electric, \$172,602.59; Water, \$78,363.34; Wastewater, \$72,934.00; Telephone, \$442,822.06; Retirement, \$44,018.49; Social Security, \$55,661.34; Insurance, \$79,235.66; Deferred Comp, \$12,032.92;

New Employees: K. Jonker, \$9.22*; S. Abbott, \$9.22*; D. Felton, \$18.40; B. Goodfellow, \$11.52*;

Salary Changes: S. Mack, \$4,808.18*; D. Herr, \$19.26; D. Littsen, \$11.52*; M. Wells, \$2,776.90*; M. Kuechenmeister, \$29.38; C. Haakinson, \$25.49.

*Plus commission

SURPLUS EQUIPMENT – MISCELLANEOUS TELEPHONE EQUIPMENT

Motion was made by Hansen that the following Resolution No. 7-15 be approved.

RESOLUTION NO. 7 - 15

RESOLUTION ORDERING DISPOSITION OF SURPLUS TELEPHONE 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.

- 30 US Robotics/Courier Modems
- Block Connectors
- Variety of Phone Accessories
- Nortel Telecom AC Adapters
- ITT and Panasonic Receiver Handsets
- Variety of Obsolete Phones
- Telephone Mounting Brackets and Hardware
- 9 Leviton Jacks
- 24 Ultra Linx Surge Protectors
- 1 Lucent Voice Messaging System
- 1 Helios Rectifier
- Miscellaneous Defective Server and Computer Materials
- 15 Used Pagers
- 7 Defective Phone Test Sets
- 1 Stromberg Carlson Rectifier

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 9th day of March, 2015.

ATTEST:

Tim Harvey, Secretary

Dave Peterson, Vice President

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

CHANGE ORDER NO. 1 TO THE BMU ROOF PROJECT

Motion was made by Harvey, seconded by Hansen to approve Change Order No. 1 for various modifications to the BMU Roof Project. All members present voted in favor of the motion

APPLICATION FOR EXTENSION OF SEWER MAINS AND CONNECTION INTO THE CITY SEWER SYSTEM–NORTH CAMPUS DRIVE & MEDARY AVENUE.

Motion was made by Pitts, seconded by Harvey that the application for extension of sewer mains and connection into the city sewer system requested by SDSU Facilities & Services for the intersection of North Campus Drive & Medary Avenue in the SDSU Campus be approved. 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
Carus Corporation	~	~	~	~		\$10,950	~	~
DPC Industries Inc.	~	\$12,720	\$12,870	~	\$16,000	~	\$8,304	~
Graymont (WI) LLC	~	~	~	\$172,150	~	~	~	~
Hawkins Inc.	~	\$12,056	\$12,175	~	\$18,150	\$10,900	\$9,200	\$16,625
Mississippi Lime Co.	~	~	~	\$286,308	~	~	~	~
Pete Lien & Sons Inc.	~	~	~	\$161,975	~	~	~	~
Poet Ethanol Products	\$9,280	~	~	~	~	~	~	~
Shannon Chemical Corp.	~	~	~	~		\$12,928	~	~

CENTRAL OFFICE POWER DISTRIBUTION EXPANSION –
TELEPHONE DEPARTMENT

Power Products Services (PPS)	\$85,829.00
Action Battery	\$131,224.98

Motion was made by Harvey, seconded by Hansen that the following low bids be approved: DPC Industries, Sodium Hydroxide, \$16,000.00; Sulfur Dioxide, \$8,304.00; Hawkins Inc., Fluorosilicic Acid, \$12,056.00; Liquid Chlorine, \$12,175.00; Sodium Poly, \$10,900.00; and Sulfuric Acid, \$16,625.00; Pete Lien & Sons Inc., Quicklime, \$161,975.00; Poet Ethanol Products, Carbon Dioxide, \$9,280.00; and Power Products Services for Central Office Power Distribution Expansion in the amount of \$85,829.00 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.

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 and contractual matters. All members present voted in favor of the motion.

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President