

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, April 13, 2015, at the Utility Building with the following members present: Carruthers, Harvey and President Peterson. Absent: Hansen and Pitts.

MINUTES

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

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supplies, \$10.08; A & B Business Equipment, Bill Printer Maint, \$2,452.06; A T & T, Settlement, \$1,120.64; A T & T, Cust. Toll Free #, \$52.75; ABM Manufacturing, Supp, \$1,434.00; Advance Auto Parts, Supp, \$125.99; Advanced Engineering & Enviro Service, Engineering Consulting, \$2,558.50; Advanced Media Tech, Unreg Inventory, \$10,434.20; Allegra, Printing Supp, \$3,978.38; Allied Carpet & Floor Restoration, Cleaning Service, \$225.00; American Garage Door, Repairs/Supp, \$90.00; AMP Electric, Labor/Supp, \$245.70; Amphenol Funding, Supp, \$2,453.83; Anixter, Supp, \$1,434.00; Aramark Uniform Services, Supp, \$510.31; Architectural Roofing & Sheetmetal, Metal Retrofit Roofing Project, \$77,287.50; Authorize.Net, Credit Card Processing Fee, \$110.35; Avera Queen of Peace Health Services, Drug Screening, \$142.80; Ball, Michelle, Janitorial Service, \$250.00; Barhite, Brooke, Travel, \$33.93; Beckwith Electric, Supp, \$1,388.87; Bendix, Copier Maint, \$3,049.49; Beresford Mun Tele, PCS Access, \$21.17; Bierschbach Equipment, Equip Maint, \$1,400.00; Biliu, Jal, PCS Refund, \$275.40; Bluefin Payment Systems, Credit Card Processing Fee, \$4,896.39; Booster Shopper & Ad Agency, Employment Advertising, \$72.00; Border States Elec, Supp, \$27,778.42; Border States Elec, Unreg Inv, \$2,348.12; Borns, Justin, Travel, \$50.60; Bozied Gas Stop, Conserve/Demand Incentive, \$90.00; BP, Gas, \$30.18; Bridle Estates, Sewer Charge Reim, \$1,662.50; Brookings Auto Mall, 2015 1 Ton Crew Cab 4X4, \$31,471.15; Brookings Auto Mall, 2015 1/2 Ton Crew Cab 4x4 (2), \$60,568.10; Brookings Auto Mall, 2015 Silverado 1500 4WD (3), \$78,038.45; Brookings Car Care & Tire, Maint, \$74.95; Brookings County Sheriff, Sheriff's Fee, \$31.45; Brookings Credit Bureau, Delinq. Acct Collection, \$122.50; Brookings Utilities, Office Utility Bill, \$51,070.52; Brookings Radio, Advertising, \$2,160.00; Brookings Register, Advertising/Legals, \$319.00; BSG Clearing Solutions, Settlement, \$244.22; Carquest Auto, Equip Maint, \$510.43; CDW Government, Supp, \$579.45; Cellebrite USA, Annual Hardware Support, \$500.00; Central Business, Supp, \$1,319.28; Century Business Products, Copier Maint, \$3,245.57; Century Link, Interconnections, \$7,841.78; Century Link, Settlement, \$272.25;

Cerilliant, Supp, \$407.32; CFGear, Supp/Uniforms, \$357.00; Chemco Systems, Equip, \$361.72; Chesterman Co, Bottled Water, \$85.20; City of Brookings, Contract Fee, \$5,630.59; City of Beresford, Utility Bill, \$133.65; City of Brookings, Landfill Fee, \$208.76; City of Sgt Bluff, Utility Bill, \$146.32; City of Sx City, Storm Drainage Fee, \$7.59; City of Vermillion, Utility Bill, \$382.32; Classified Verticals, Job Fair Registration, \$749.00; Codington Clark Elec, Utility Bill, \$55.92; Collins, Kevin, Travel, \$770.50; Connections, EAP Service, \$1,276.80; Conner, Michele, Travel, \$416.30; Cornerstone Group, E-Mail Newsletter, \$169.00; Courtesy Plbg & Htg, Repair/Supp, \$117.25; Cover-Tech, Supp, \$544.00; Credit Bureau-Watertown, Delinquent Acct Collection, \$1,522.96; CSSA, Unreg Inv, \$836.83; Culligan-Bkgs, Bottled Water, \$133.50; Culligan-Watertown, Bottled Water, \$37.25; Cummins Central Power, Generator Maint, \$2,642.99; Dakota Pump & Control, Supp, \$90.00; Dakota Service & Repair, Supp, \$232.18; Dale's Alignment, Vehicle Maint, \$491.28; Dave's Window Cleaning, Window Service, \$126.00; David's Designs, Window Display, \$300.00; Days Inn, Lodging, \$137.98; Den-Wil Inc, Conserve/Demand Incentive, \$144.00; DePauw, Sean, Travel, \$82.80; Dept of the Treasury, Fed Tax, \$5,612.26; Detection Instruments, Supp, \$2,145.34; Dex Media East, Advertising, \$65.60; DHE, LLC, Maint Fee, \$2,200.00; Directory Resources, Software Maint, \$1,250.00; Ditch Witch of SD, Vacuum Unit, \$62,900.00; DPC Industries, Chemicals, \$956.00; Drexler, Brian, Travel, \$349.34; Eco Water, Bottled Water, \$159.10; Ecowater-Bkgs, Softener Service, \$102.00; Empire Business Systems, Supp, \$2,469.00; Ericsson Inc, Supp, \$13,209.00; Express Communications, Settlement, \$9,937.84; Farmers Coop, Supp, \$20.75; Fastenal, Supp, \$11,019.98; Fed Ex, Freight, \$58.00; Fiber Comm Solutions, Supp, \$418.20; Fibercomm, Broadband Service, \$6,310.78; First Bank & Trust, Bond Pymt Series 2011, \$36,478.75; First National Trust Services, 2012 SRF Loan Pymt, \$255,390.76; Fisher Scientific, Lab Supp, \$413.50; Flexible Pipe Tool, Supp, \$1,611.80; Foerster Supply, Supp, \$994.10; Fox Sports Net North, Contract Fee, \$5,538.84; FRRPA, FRRPA Lease, \$12,957.00; Golden West Tech, Tech Support, \$5,662.37; Golden West Telecom, Tele Exp, \$40.24; Grainger, Supp, \$357.27; Graybar Electric, Cable, \$4,350.00; Graybar Electric, Supp, \$3,028.43; Graybar Electric, Unreg Inv, \$748.15; Graymont Capital, Chemicals, \$7,489.68; Hach Chemical, Supp, \$1,094.52; Hawkins Inc, Chemicals, \$1,527.00; HD Supply Waterworks Ltd, Supp, \$2,150.28; HDR Engineering, Engineering Service, \$60,151.60; Healy Consulting, Wage Survey, \$6,000.00; Helsper & Mahlke, PC, Legal Service, \$540.00; Henkin Schultz Comm Arts, Advertising, \$26,400.43; Hibu Inc-West, Advertising, \$386.00; Hillyard/Sx Falls, Repair/Supp, \$291.57; Homestead Do It Center, Supp, \$229.60; Hometown Service & Tire, Repair/Supp, \$448.09; Hope Haven, Supp, \$409.59; I.L.L Inc, Cam Charges, \$1,317.06; IDD Instore Design Display, Supp, \$17.26; Illustratus, Supp, \$107.22; Independent Communication, Contract Fee, \$1,018.96; Interstate Telecom, Tele Exp, \$1,394.52; Iowa HSEMD, Enhanced 911, \$11,013.88; Iowa Network Services, Wireless Transport, \$1,168.16; Jimmy John's, Meeting Supp, \$77.96; Johme, Ashley, Travel, \$108.10; Jones Pest Control, Pest Control, \$45.00; Karpen, Nick, Travel, \$227.70; KDLT TV, Contract Fee, \$2,005.40; KELO, Contract Fee, \$2,493.20; Knettel, Trever, Travel, \$293.83; Krier & Blain, Maint, \$899.64; Krier & Blain, Water Meter Reim, \$1,446.00; L G Everist, Gravel, \$9,682.46; Lantsberger, Michael, Real Estate Taxes, \$1,709.30; Larson, Jack, Travel, \$55.20; LECA, Settlement, \$4,240.00; Littsen, Destyni, Travel, \$9.20; Local Search Assoc, Directory Rates/Data, \$110.75; Lowe's, Supp, \$3,133.96; M & T Fire & Safety, Gas Monitor Maint, \$190.00; M & T Fire & Safety, Supp, \$362.50; MacDoctors, Maint/Supp, \$282.98; Mack, Scott, Travel, \$1,038.70; Martin's Inc, Diesel/Oil, \$579.60; Matheson Tri-Gas, Supp, \$170.18; Mathison Co, Service Contract Fee, \$323.98; Mediacom, Broadband Service,

\$97.45; Medinger, Amanda, Travel, \$400.21; Menards-Sx City, Supp, \$12.43; Menken, Mick, Travel, \$87.40; Merchant Transact, Credit Card Processing Fee, \$360.25; Midamerican Energy, Utility Bill, \$1,082.44; Midcontinent, Broadband Service, \$288.98; Midcontinent, Contract Fee, \$237.00; Midwest Pest Control, Pest Control, \$150.00; Minor, Scott, Motor, \$32.20; Missouri River, Supplemental Power, \$1,095,705.41; Missouri River, WAPA Allocation, \$264,670.66; MMUA, Training, \$5,475.00; Moss Adams LLP, Consulting Service, \$235.00; Mutchler, Larry, Travel, \$272.85; MVTL Labs, Wastewater Analysis, \$1,856.00; Napa Auto Parts, Supp, \$120.61; National Processing Co, Credit Card Processing Fee, \$12,260.56; Nelson, Brian, CDL License Renewal, \$25.00; Neopost USA, Postage Meter Rental, \$339.00; Newark Element14, Supp, \$40.44; Nielsen's, Repair/Supp, \$283.33; North West Rec, Utility Bill, \$38.65; North Western Energy, SD One Call Sponsorship, \$143.66; North Western Energy, Natural Gas, \$2,785.21; Novak Sanitary Service, Shredding, \$222.73; NTCA-The Rural Broadband Assoc., Membership Dues, \$21,203.11; Office Elements, Maint/Supp, \$216.90; Ohm's Appliance, Supp, \$575.00; Olson, Justin, Travel, \$239.78; One Source-Background Check Co, Employee Verification, \$243.50; Orpheum Building, Utility Bill, \$56.60; Otter Tail Power, Utility Bill, \$132.46; Outlaw Graphics, Supp, \$186.00; Pandora Media, Advertising, \$2,355.59; Peterson A/C & Heating, Repairs/Supp, \$263.00; Power & Telephone Supply, Unreg Inventory, \$132.88; Prairie Graphics, Supp/Uniforms, \$83.00; Prussman Contracting, Sludge Removal, \$6,812.00; Register of Copyrights, Filing Fee, \$140.00; Resmen, Kaylene, Travel, \$20.47; Rients, Shane, Travel, \$41.40; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$990.00; Runnings, Supp, \$3,064.67; Schoon's Pump N' Pak, Gas, \$4,659.54; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$337.00; SD Telecom, Assessment, \$11,266.78; SD Treasurer, Sales/Excise Tax, \$201,269.49; SDN Communications, Circuit Lease, \$71,798.21; SDN Communications, Exchange Server Maint, \$4,758.25; SDN Communications, Fiber Lease, \$14,794.50; SDN Communications, Lease Pymt, \$300.00; SDN Communications, Memory Hardware, \$120.00; Seeco, Supp, \$274.31; Servall Towel & Linen, Supp, \$360.37; Servicemaster, Janitorial Service, \$260.00; Sx City Journal Comm, Employment Advertising, \$589.67; Sx Empire Baseball Assoc, Sponsorship, \$350.00; Sx Falls Shopping News, Employment Advertising, \$172.80; Sx Falls Utilities, Utility Bill, \$433.15; Sx Valley Energy, Utility Bill, \$1,263.30; Sx Valley Environmental, Chemicals, \$15,766.20; Southeastern Elec, Utility Bill, \$475.30; Speedy Cleaners, Rugs/Supp, \$314.20; Springbrook Software, Training/Conversion Fee, \$637.50; Sprint, Tele Exp, \$55.81; Sprint, PCS Service Fee, \$167,422.81; Sprint, PCS Phone Service, \$3,453.84; Sprint, PCS Inventory, \$203,368.98; Sprint-Brookings, PCS Accessories, \$3.71; SPX Tranformer Solutions, Supp, \$299.84; Staples, Supp, \$397.27; Star Energy, Utility Bill, \$152.20; State of Iowa-Treasurer, Sales Tax, \$3,987.99; Sterling Technology, Conserve/Demand Incentive, \$1,110.00; Stoltenburg, Audie, Travel, \$342.13; Stuart C. Irby, Supp, \$3,900.00; Stuart C. Irby, Switch Gear, \$145,925.00; Sturdevant Auto Supply, Supp, \$306.32; Super 8-Bkgs, Conserve/Demand Incentive, \$38.00; Swiden Distributing, Unreg Inv, \$3,040.95; Swiftel Communications, Office Phone Bill, \$87,043.03; Syrstad Oil, Vehicle Maint, \$92.90; Telephone Switching Intl, Supp, \$137.50; Textol Systems, Supp, \$1,146.26; UPS Store, Freight, \$154.21; Thompson, Mark, Meals/Gas, \$82.20; Thompson, Mark, Travel, \$69.00; Thompson, Mark, Vehicle Maint, \$64.11; Tires Tires Tires, Vehicle Maint, \$45.00; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tott's Conoco, Gas, \$240.50; Tower Distribution, Contract Fee, \$272.74; Town & Country Shopper, Advertising, \$226.00; Union County Elec, Utility Bill, \$215.80; UPS, Freight, \$909.11; Universal Service Adm., USAC Contribution, \$96,034.78; University Estates, Water Charge Reim, \$3,380.00; Vantage

Point, Engineering Consulting, \$10,144.50; Vermillion Area Chamber of Commerce, Membership Dues, \$50.00; Walker & Associates, Unreg Inv, \$1,636.50; Water & Enviro Engineering Center, Analysis, \$662.00; Watertown Utilities, Utility Bill, \$754.00; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$244.40; Wesco, Supp, \$13,914.00; Wholesale Electronics, Supp, \$135.81; Wright, Richard, Travel, \$40.25; Xcel Energy/NSP, Utility Bill, \$1,577.19; Young Broadcasting of SF, Employment Advertising, \$109.00; Young Door Service, Labor/Repair, \$98.80; YRC Freight, Freight, \$616.75; Zimmer, Trevor, Conserve/Demand Incentive, \$9.00.

The following are Telephone/Utility Refunds:

3V2K LLC, \$179.51; 6th St Florist, \$82.81; Baroughi, Mahdi Farrokh, \$77.24; Bartling, Lawrence, \$22.73; Buskohl, Esther, \$65.47; Chandler, Kelly, \$10.62; Holiday Inn Express-Bkgs, \$506.23; Integrity Builders, \$75.00; Laabs, Jeremy, \$143.51; Mathiesen, Arlene, \$24.88; Nemec, Kristine, \$44.89; Odegaard, Justin, \$435.23; Olson Masonry, \$17.92; Rohl, Allen & Sandra, \$35.64; Rudloff, Leonard, \$8.44; Smidt Apartments, \$2.00; Swanjord, Don, \$59.88; Urevig, Hazel, \$23.51; VanderWal, Chris & Alisha, \$285.61; Waltner, Joel, \$59.23; Watertown Credit Bureau (Interest), \$14.19.

PERSONNEL INFORMATION

Department Salaries (March): Electric, \$179,865.52; Water, \$90,491.95; Wastewater, \$84,470.54; Telephone, \$472,125.06; Retirement, \$47,337.89; Social Security, \$60,222.05; Insurance, \$81,157.46; Deferred Comp, \$12,968.44;

New Employees: J. Ekern, \$11.65; D. Carruthers, \$300.00;

Salary Changes: T. Bromwich, \$10.94*; J. Hulscher, \$30.94; M. Martian, \$12.29*; T. Hietpas, \$10.77; D. Peterson, \$400.00; J. Millard, \$24.23;

*Plus commission

LAND RENTAL – EAST WELL FIELD

Motion was made by Carruthers that the following Resolution No. 8-15 be approved.

RESOLUTION NO. 8 - 15

RESOLUTION TO LEASE REAL PROPERTY (145+ ACRES FIELD HAY/GRASSLAND) TO PRIVATE PERSON

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Brookings Municipal Utilities intends to enter into a Lease with DAVE ROCHEL for a period of three (3) years, commencing on May 1, 2015, ending on April 30, 2018, and pertaining to the following described property:

Approximately 145 acres in a portion of the Northeast Quarter (NE ¼) of Section Thirty-two (32), and a portion of the Northwest Quarter (NW ¼) of Section Thirty-three (33), Aurora Township in Brookings County, South Dakota.

The Lease will be an amount of Eighteen Thousand Six Hundred Thirty Three Dollars (\$18,633.00) per year, payable on August 1, 2015. The following two years to be paid on the same date as stated above.

Adopted this 13th day of April, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

CHANGE ORDER NO. 7 TO THE WWTP UPGRADE

Motion was made by Harvey, seconded by Carruthers to approve Change Order No. 7 for various modifications to the Wastewater Treatment Facility Upgrade – Project A. All members present voted in favor of the motion.

AMENDMENT NO. 3 TO THE HDR ENGINEERING CONTACT FOR THE WWTP UPGRADE

Motion was made by Harvey, seconded by Carruthers to approve Amendment to Owner-Engineer Agreement Amendment No. 3 with HDR Engineering Inc. for the Wastewater Treatment Facilities Upgrade (Phase 1). All members present voted in favor of the motion.

SIOUX VALLEY ANNEXATION BUYOUT AGREEMENT

Motion was made by Carruthers that the following Resolution No. 9-15 be approved.

RESOLUTION NO. 9 - 15

RESOLUTION APPROVING AGREEMENT FOR THE TRANSFER
OF SERVICE TERRITORY WITH
SIOUX VALLEY-SOUTHWESTERN ENERGY ELECTRIC COOPERATIVE

BE IT RESOLVED by the Brookings Municipal Utilities Board that:

1. Agreement for the Transfer of Service Territory Between the City of Brookings and Sioux Valley-Southwestern Electric Cooperative Inc. in the following described property be hereby approved:

The North 35 feet of the SW ¼ of Section 2-T109N-R50W, excluding the East 1309.59 feet thereof. (City Res. 79-14)

2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 13th day of April, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

SURPLUS EQUIPMENT – GRASSHOPPER MOWER

Motion was made by Harvey that the following Resolution No. 10-15 be approved.

RESOLUTION NO. 10 - 15

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 as follows:

2011 T729 Grasshopper Mower with 61” Power Fold Deck
Serial # 6060277

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 traded in on replacement property in accordance with the provisions of SDCL 6-13.

Adopted this 13th day of April, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

The motion was seconded by Carruthers. 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 Harvey, seconded by Carruthers 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 & 16th Avenue in the SDSU Campus be approved. 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 8, 2015, and presented at this time for consideration and action.

2015 MANHOLE REHABILITATION PROJECT

Hydro-Klean LLC	\$427,821.59
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Motion was made by Pitts, seconded by Harvey that the bid of Hydro-Klean LLC in the amount of \$427,821.59 be approved; and that, after reviewing the contracts 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

DIRECTORY PRINTING SERVICES – TELEPHONE DEPARTMENT

Motion was made by Carruthers, seconded by Harvey that authorization be given to advertise for bids for the Directory Printing Services for Telephone Department. All members present voted in favor of the motion.

LIME SLUDGE REMOVAL – WATER DEPARTMENT

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

EXECUTIVE SESSION

Motion was made by Harvey, seconded by Carruthers to adjourn to an executive session for the purpose of discussing competitive service offerings, personnel 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