

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, June 8, 2015, at the Utility Building with the following members present: Carruthers, Hansen, Harvey, Pitts and President Peterson.

### MINUTES

Minutes of the regular meeting held May 11, 2015 and the special meeting held May 26, 2015 were read and approved.

### ADOPTION OF AGENDA

The agenda was adopted.

### EXECUTIVE SESSION

Motion was made by Hansen, seconded by Carruthers to adjourn to an executive session for the purpose of discussing personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

### APPROVAL OF BILLS AND CLAIMS

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

A & B Welding & Const, Site Work, \$26,317.00; A T & T, Settlement, \$1,129.97; A T & T, Cust. Toll Free Number, \$53.00; Advanced Engineering & Environmental Service, Engineering Consulting, \$4,119.05; A-I Computers Solutions of Bkgs, Supplies, \$49.99; Allegra, Printing Supplies, \$2,149.76; Almhjeld, Gary, Conserve/Demand Incentive, \$50.00; AMP Electric, Labor/Supp, \$69.35; Aramark Uniform Services, Supp, \$325.76; Authorize.Net, Credit Card Processing Fee, \$112.40; Auto Body Specialties, Supp, \$10.50; Avera Medical Clinic, Conserve/Demand Incentive, \$36.00; Avera Queen of Peace Health Services, Drug Screening, \$71.40; Ball, Michelle, Janitorial Service, \$250.00; Barhite, Brooke, Travel, \$41.98; Bendix, Copier Maint, \$2,704.41; Bluefin Payment Systems, Credit Card Processing Fee, \$4,599.35; Border States Elec, Supp, \$3,149.76; Border States Elec, Unreg Inventory, \$5,697.11; Borns, Justin, Travel, \$36.80; Bowes Construction, Asphalt Hauling, \$773.14; Bowes Construction, Gravel, \$1,076.32; Bridle Estates, Sewer Charge Reim, \$1,680.00; Brookings Auto Mall, Vehicle Maint, \$88.50; Brookings County Sheriff, Sheriff's Fee, \$65.59; Brookings Credit Bureau, Delinq. Acct Collection, \$48.00; Brookings Utilities, Underground Service, \$441.00; Brookings Utilities, Office Utility Bill, \$50,383.13; Brookings Radio, Employment Advertising,

\$520.00; Brookings Rent All, Equip Rent, \$238.98; Bruns, Brooke, Travel, \$3.45; BSG Clearing Solutions, Settlement, \$245.10; Calhoun Communication, PCS Tower Transportation, \$1,013.23; Campbell Supply, Supp, \$40.98; Carquest, Equip Maint, \$87.33; Central Business, Supp, \$1,253.01; Century Business Products, Copier Maint, \$437.90; Century Link, Tele Exp, \$278.38; Century Link, Interconnections, \$8,012.76; Century Link, Settlement, \$272.27; City of Brookings, Contract Fee, \$5,747.67; City of Brookings, Landfill Fee, \$130.68; City of Sgt Bluff, Utility Bill, \$146.06; City of Vermillion, Utility Bill, \$306.73; Codington Clark Elec, Utility Bill, \$60.54; Collins, Kevin, Travel, \$534.75; Credit Bureau-Watertown, Delinquent Acct Collection, \$362.67; Crescent Electric, Supp, \$263.53; CSSA, Supp, \$20.89; CSSA, Unreg Inv, \$6,864.72; Culligan of Watertown, Bottled Water, \$34.50; Cushing, Duane, Conserve/Demand Incentive, \$250.00; Dakota Service, Supp, \$179.04; Dakota Supply Group, Supp, \$629.38; Days Inn, Lodging, \$137.98; DENR, Annual Water Fee, \$6,600.00; DePauw, Sean, Travel, \$58.08; Dex Media East, Advertising, \$65.00; DHE, LLC, Maint. Fee, \$2,200.00; Eco Water, Bottled Water, \$98.85; Express Communications, Settlement, \$8,433.23; Farmers Coop, Supp, \$283.73; Farmers Implement, Equip Maint, \$62.79; Fastenal, Supp, \$672.42; Fed Ex, Freight, \$166.00; Fibercomm, Broadband Service, \$6,310.78; First Bank & Trust, Bond Pymt Series 2011, \$36,478.75; Five-Star Awards & More, Supp, \$375.00; Foerster Supply, Supp, \$2,398.30; Fox Sports Net North, Contract Fee, \$5,497.74; Freeman, Harvey, Travel, \$96.60; Fremont Tire, Safety Inspection, \$75.00; Fremont Tire, Vehicle Maint, \$618.80; Frontier Precision, Equipment, \$29.32; George's Sanitation, Sanitation Service, \$120.00; GFI USA, Inc, Software, \$1,280.00; Golden West Tech, Tech Support, \$4,509.22; Golden West Telecom, Tele Exp, \$40.24; Goldfield Telecom, Supp, \$1,158.83; Grainger, Supp, \$143.95; Graybar Electric, Supp, \$92.25; Graybar Electric, Unreg Inv, \$816.42; Gundvaldson, Darci, Conserve/Demand Incentive, \$69.00; Hach Chemical, Supp, \$1,769.32; Hampton Inn & Suites, Lodging, \$184.12; Hansen, Tyler, Travel, \$70.15; Herr, Debra, Travel, \$34.50; Hibu Inc-West, Advertising, \$386.00; Hillyard/Sx Falls, Repair/Supp, \$283.57; Hipotronics, Repairs, \$1,800.00; Homestead Do It Center, Supp, \$559.11; Independent Communication, Contract Fee, \$1,025.54; Interstate Telecom, Tele Exp, \$1,402.00; Johme, Ashley, Travel, \$105.23; Julius, Laura, Travel, \$136.93; Karpen, Nick, Travel, \$174.80; KDLT TV, Contract Fee, \$2,018.35; KELO, Contract Fee, \$2,509.30; Knettel, Trever, Travel, \$214.48; KorTerra Inc, Locate Fee, \$500.00; Kruse, Dan, Travel, \$168.00; Larson, Renee, Travel, \$8.63; LECA, Settlement, \$4,240.00; M & T Fire & Safety, Supp, \$415.00; Mack, Scott, Travel, \$807.92; Martin's Inc, Diesel/Oil, \$4,158.66; Matheson Tri-Gas, Supp, \$188.78; Mathison Co, Maint/Supp, \$95.07; Menards-Sx City, Supp, \$92.57; Menards-Sx Falls West, Supp, \$79.70; Merchant Transact, Credit Card Processing Fee, \$426.68; Meyer, Steve, Travel, \$149.50; Meyer, Steve, Gas, \$53.10; Midamerican Energy, Utility Bill, \$500.19; Midcontinent, Broadband Service, \$289.09; Midcontinent, Contract Fee, \$227.10; Midwest Pest Control, Pest Control, \$135.00; Milbank Winwater Works, Supp, \$4,407.60; Missouri River, Supplemental Power, \$783,238.88; Missouri River, WAPA Allocation, \$298,162.44; Moss Adams LLP, Consulting Service, \$1,463.75; Napa Auto Parts, Supp, \$106.04; National Processing Co, Credit Card Processing Fee, \$5,798.91; Nelson, Brian, Travel, \$13.80; Nielson, Brandi, Travel, \$23.58; North West Rec, Utility Bill, \$38.24; Northwestern Energy, Natural Gas, \$69.61; Novak Sanitary Service, Shredding, \$131.65; Nutri-Ject Systems, Digester Cleaning, \$22,064.00; Obeslo, Kayla, Travel, \$20.70; Office Elements, Maint/Supp, \$28.35; Olson, Justin, Travel, \$249.55; One Source-Background Check Co, Employee Verification, \$954.00; Opis Energy Group, Publication, \$312.00; Orpheum Building, Utility Bill, \$81.25; Otter Tail, Utility Bill, \$148.00; Pandora Media, Advertising, \$2,130.25; Patrick, Dan, Travel, \$6.90; Pete Lien &

Sons, Chemicals, \$8,254.84; Prairie Graphics, Supp/Uniforms, \$742.00; Prussman Contracting, By-Pass Demolition, \$12,288.71; Redcort Software, Software, \$225.00; Resco, Supp, \$2,454.56; Resmen, Kaylene, Travel, \$25.76; Ron's Auto Repair, Vehicle Maint, \$793.24; Runnings, Supp, \$562.38; Schoon's Pump N' Pak, Gas, \$4,517.53; Schuneman Equipment, Equip Maint, \$29.04; SD Treasurer, Sales/Excise Tax, \$183,018.52; SDN Communications, Circuit Lease, \$3,991.33; SDSU Dairy Plant, Retirement Supp, \$101.16; Servicemaster Bldg & Comm Maintenance, Janitorial Service, \$260.00; Sx City Journal Comm., Employment Advertising, \$909.16; Sx Steel Co., Supp, \$280.00; Sx Valley Energy, Dispatching Service, \$660.00; Sx Valley Energy, Utility Bill, \$1,222.67; SD Newspaper Assoc., Employment Advertising, \$481.01; Sprint, Tele Exp, \$62.63; Sprint, COPP Handset, \$499.98; Sprint, PCS Phone Service, \$3,339.13; Sprint, PCS Inv, \$115,676.51; State of Iowa-Treasurer, Sales Tax, \$5,417.00; Stoltenburg, Audie, Travel, \$419.18; Stuart C. Irby, Supp, \$780.00; Stuart C. Irby, Transformer, \$1,073.00; Sturdevant Auto Supply, Supp, \$206.30; Swenson, Lance, Travel, \$218.00; Swiftel Communications, Office Phone Bill, \$90,985.21; T & R Service, Analysis, \$630.00; UPS Store, Freight, \$163.52; Thompson, Mark, Travel, \$343.56; Thompson, Mark, Vehicle Maint, \$93.20; Tires Tires Tires, Vehicle Maint, \$15.00; Top Notch Cleaning Service, Janitorial Service, \$1,845.00; Torino, Jason, Conserve/Demand Incentive, \$25.00; Tott's Conoco, Gas, \$105.00; Tower Distribution, Contract Fee, \$266.16; Town & Country Shopper, Advertising, \$452.00; Turfguard Lawn Service, Lawn Care, \$802.50; Uline, Supp, \$393.14; UPS, Freight, \$515.23; Universal Service Adm., USAC Contribution, \$96,976.49; University Estates, Water Charge Reim, \$3,445.00; Vantage Point, Engineering Consulting, \$20,112.84; Vermeer High Plains, Equip Maint, \$588.19; Walker & Associates, Supp, \$3,870.10; Watertown Area Chamber of Commerce, Membership Dues, \$342.46; Watertown Utilities, Utility Bill, \$670.48; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$244.40; Wesco, Supp, \$1,276.80; Wireless Xcessories Group, PCS Inventory, \$1,709.19; Wright, Richard, Travel, \$51.18; WW Tire, Equip Maint, \$36.90; Xcel Energy/NSP, Utility Bill, \$893.36; Xerox, Copier Maint, \$254.98.

The Following Are Telephone/Utility Refunds:

Abdi, Sahara, \$609.91; Anderson, Georgia, \$2.94; Anderson, Richard, \$7.30; Biehl, Daniel, \$70.33; Braley, Mary, \$21.90; Davis, Ira, \$59.99; Davis, Patricia, \$3.93; Dold, Anthony, \$72.96; Drucker, Gladys, \$6.21; Duxbury, Brady, \$28.47; Even, Shaun, \$116.09; Gustafson, Kevin, \$3.30; Herrboldt, Jason, \$54.87; Houtman Construction, \$162.78; Jessee, Zachary, \$84.44; Jones, Joey, \$58.72; Kepford Apts, \$18.32; Kroh, Tyler, \$170.45; Ladwig, Jordan, \$81.32; McIntire, Keith, \$304.21; McMacken, Bill, \$111.30; Midcontinent, \$274.38; Nolz, Erin, \$260.25; Old Sanctuary Associates, \$50.92; Old Sanctuary Associates, \$49.45; Pedersen, James, \$113.85; Peters, David, \$31.23; Qin, Xiao, \$25.91; R & L Properties, \$25.44; Rosenwald, Mac, \$49.49; Selken, Marjorie A, \$4.37; Smith, Baillie, \$101.75; State Dept of Transportation, \$210.36; Strom, Marvin, \$48.02; Thiewes, Mary, \$186.90; Werner, Julie, \$503.17.

## PERSONNEL INFORMATION

Department Salaries (May): Electric, \$189,756.19; Water, \$93,714.92; Wastewater, \$86,696.15; Telephone, \$453,508.85;

Retirement, \$46,043.43; Social Security, \$59,807.30; Insurance, \$77,783.15; Deferred Comp, \$12,280.72;

Salary Changes: J. Becerra, \$12.29\*; D. DeGroot, \$9.79\*; C. Bauman, \$11.52\*; B. Peterson, \$24.53; J. Meusbarger, \$24.74; L. Sebring, \$21.62;

New Employees: K. Linton, \$9.22\*; S. Beckering, \$9.22\*; T. Johnson, \$11.65; R. Kruse, \$19.31; T. Rymerson, \$10.98; J. Texley, \$10.66; S. Stone, \$10.98; A. Tweet, \$10.66; T. Hansen, \$11.52\*; T. Jensen, \$11.52\*; M. Vrchota, \$19.09; M. Goens, \$10.66; S. Anderson, \$29.31; D. Denison, \$10.66; I. Kruse, \$15.50; B. Steffen, \$15.50; S. Suttan, \$15.50; I. Glanzer, \$15.50; D. Prussman, \$12.01.

\*Plus commission

#### CHANGE ORDER #8 TO WWTF FACILITY IMPROVEMENTS – PROJECT A

Motion was made by Harvey, seconded by Pitts to approve Change Order No. 8 for various modifications to the Wastewater Treatment Facility Improvements – Project A. All members present voted in favor of the motion.

#### SURPLUS PROPERTY – ELECTRICAL EQUIPMENT

Motion was made by Harvey that the following Resolution No. 13-15 be approved.

#### RESOLUTION NO. 13 - 15

#### RESOLUTION ORDERING DISPOSITION OF SURPLUS VOLTAGE REGULATORS AND CIRCUIT BREAKERS

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:

Three (3) Siemens 250 KVA Type JFR Voltage Regulators  
(Serial #6542-2, #6542-3 and #6542-4)

Two (2) 46 KV 1200 AMP Power Circuit Breakers  
Westinghouse 1968 Serial #1-37Y3539  
McGraw Edison Serial #23245

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 voltage regulators and power circuit breakers at \$1,500.00.

Adopted this 8<sup>th</sup> day of June, 2015.

ATTEST:

\_\_\_\_\_  
Carol Pitts, Secretary

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Dave Peterson, President

The motion was seconded by Carruthers. 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, 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

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Dave Peterson, President