

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 10, 2015, at the Utility Building with the following members present: Carruthers, Hansen, Harvey, Pitts and President Peterson.

MINUTES

Minutes of the regular meeting held July 13, 2015 and the special meetings held July 30, 2015 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

A T & T, Settlement, \$1,118.01; A T & T, Cust. Toll Free Number, \$52.87; ABM Equipment & Supply, Bucket Truck Main, \$10,140.12; Accela Inc, Online Maint Fee, \$1,964.05; Active Heating, Repair, \$212.00; Advanced Engineering & Environmental Service, Engineering Consulting, \$979.90; A-I Computers-Bkgs, Supplies, \$129.98; Allegra, Printing Supplies, \$2,602.37; AMP Electric, Labor/Supp, \$477.19; Anixter, Supp, \$757.40; Aramark Uniform Services, Supp, \$162.88; Architectural Roofing & Sheetmetal, Metal Retrofit Roofing Project, \$17,607.50; Authorize.Net, Credit Card Processing Fee, \$110.85; Ball, Michelle, Janitorial Service, \$200.00; Barhite, Brooke, Travel, \$57.50; Bendix, Copier Maint, \$464.91; Bluefin Pymt Systems, Credit Card Processing Fee, \$4,232.61; Bobcat of Bkgs, Supp, \$148.79; Border States Elec, FTTH Inv, \$1,180.00; Border States Elec, Supp, \$5,018.95; Border States Elec, Unreg Inv, \$3,050.80; Bowes Construction, Asphalt Removal, \$1,427.86; Bridle Estates, Sewer Charge Reim, \$1,697.50; Bkgs Car Care & Tire, Maint, \$405.44; Bkgs Credit Bureau, Delinq. Acct Collection, \$59.12; Bkgs Engraving, Signs/Engraving, \$35.50; Bkgs Equipment, Supp, \$206.76; Bkgs Utilities, Office Utility Bill, \$53,500.53; Bkgs Radio, Advertising, \$1,980.00; Bkgs Register, Advertising/Legals, \$15.00; Bruns, Brooke, Travel, \$4.60; BSG Clearing Solutions, Settlement, \$317.49; Buchloh, Norvo, Consulting Service, \$6,852.24; Calix, FTTH Inventory, \$19,129.25; Calix, Supp, \$1,574.60; Carquest, Equip Maint, \$233.18; CDW Government, Laptops, \$2,627.00; CDW Government, Supp, \$28.00; Central Business, Supp, \$253.68; Century Link, Tele Exp, \$242.81; Chesterman Co, Bottled Water, \$42.00; City of Bkgs, Contract Fee, \$5,521.26; City of Bkgs, Landfill Fee, \$143.85; City of Sgt Bluff, Utility Bill, \$160.13; City of Vermillion, Utility Bill, \$343.06; Claritus, Postage Supp, \$219.00; Climate Systems, Heat/Cooling Maint, \$420.00; Codington Clark Elec, Utility Bill, \$61.26; Collins, Kevin, Travel,

\$687.70; Connections, EAP Service, \$1,276.80; Cornerstone Group, E-Mail Newsletter, \$169.00; Courtesy Plbg & Htg, Repair/Supp, \$2.60; CSSA, Supp, \$195.15; CSSA, Unreg Inv, \$29,970.10; Culligan-Bkgs, Bottled Water, \$31.75; Culligan-Watertown, Bottled Water, \$18.25; Dakota Service, Supp, \$33.42; Dale's Alignment, Vehicle Maint, \$3,006.09; Dave's Window Cleaning, Window Service, \$50.00; Days Inn, Lodging, \$137.98; DePauw, Sean, Travel, \$77.05; Dept of the Treasury, Fed Tax, \$5,639.05; Dex Media East, Advertising, \$65.00; DHE, LLC, Maint Fee, \$2,200.00; Directory Resources, Software Maint, \$1,250.00; Earl May Seed & Nursery, Supp, \$79.98; Earthbend, Supp, \$481.00; Farmers Coop, Supp, \$3.77; Fastenal, Supp, \$556.86; Fed Ex, Freight, \$538.10; Fibercomm, Broadband Service, \$6,310.71; First Bank & Trust, Bond Pymt Series 2011, \$36,478.75; Foerster Supply, Supp, \$523.30; Fox Sports Net North, Contract Fee, \$5,611.22; Freeman, Harvey, Travel, \$27.60; Golden West Tech, Tech Support, \$4,756.05; Golden West Telecom, Tele Exp, \$40.80; Goodfellow, Barb, Travel, \$225.40; Grainger, Supp, \$111.84; Graybar Electric, Supp, \$1,784.97; Graybar Electric, Unreg Inv, \$982.28; Gridor Const., WWTP Upgrade, \$293,212.95; Hach Chemical, Supp, \$662.48; Hansen, Tyler, Travel, \$680.23; Hawkins Inc, Chemicals, \$8,768.48; Hd Supply Waterworks, Supp, \$5,713.40; HDR Engineering, Engineering Service, \$38,417.22; Hendrix, Denay, Conserve/Demand Incentive, \$10.00; Henkin Schultz Comm Arts, Advertising, \$157.00; Herr, Debra, Travel, \$34.50; Hibu Inc-West, Advertising, \$397.80; Hillyard/Sx Falls, Repair/Supp, \$328.46; Homestead Do It Center, Supp, \$830.99; Hometown Service, Repair/Supp, \$60.00; Independent Communication, Contract Fee, \$1,035.41; Interstate Telecom, Tele Exp, \$1,553.40; Iowa Colocation Center, Utility Bill, \$125.90; Jensen, Tyler, Travel, \$338.68; Johme, Ashley, Travel, \$122.48; Karl's TV & Appliance, TV, \$349.99; Karpen, Nick, Travel, \$197.80; KDLT TV, Contract Fee, \$2,037.78; KELO, Contract Fee, \$2,533.45; Knettel, Trever, Travel, \$259.90; L G Everist, Gravel, \$3,389.00; Laake, Aaron, Travel, \$37.38; Landscape Garden Centers, Repair/Supp, \$85.48; LECA, Settlement, \$4,568.00; Lewis Drug, Supp, \$9.90; Locators & Supplies, Repair/Supp, \$142.31; Maher, Ned, Safety Glasses, \$473.00; Martin's Inc, Diesel/Oil, \$1,140.92; Matheson Tri-Gas, Supp, \$188.78; Mathison Co, Service Contract Fee, \$29.21; McKeever Inc, Supp, \$95.34; Mediacom, Broadband Service, \$89.95; Medinger, Amanda, Travel, \$26.45; Menards-Sx City, Supp, \$38.26; Menards-Sx Falls West, Supp, \$121.06; Menards-Watertown, Supp, \$46.88; Merchant Transact, Credit Card Processing Fee, \$389.33; Meyer, Steve, Travel, \$63.25; Midamerican Energy, Utility Bill, \$944.67; Midcontinent, Broadband Service, \$286.80; Midcontinent, Contract Fee, \$226.20; Midwest Alarm, Monitoring System Repair, \$157.04; Midwest Alarm-Sx City, Code Maint, \$60.00; Missouri River, Supplemental Power, \$1,539,448.73; Missouri River, Wapa Allocation, \$307,082.51; Moss Adams LLP, Consulting Service, \$838.75; Municipal Pipe Tool, Sewer Main Relining Project, \$119,696.67; MVTL Labs, Wastewater Analysis, \$589.00; Napa Auto Parts, Supp, \$13.09; Nelson, Jane, Conserve/Demand Incentive, \$250.00; Neopost, Supp, \$1,404.00; Nielson, Brandi, Travel, \$27.60; Northwestern Energy, Natural Gas, \$36.79; Novak Sanitary Service, Shredding, \$1,254.70; NPC International, Meeting Supp, \$71.74; Obeslo, Kayla, Travel, \$6.90; Office Elements, Maint/Supp, \$320.17; Olson, Justin, Travel, \$353.63; One Source-Background Check Co, Employee Verification, \$176.00; Otter Tail, Utility Bill, \$178.82; Outlaw Graphics, Supplies, \$210.00; Patrick, Dan, Travel, \$21.28; Pesola, Robert, Travel, \$86.83; Pete Lien & Sons, Chemicals, \$14,342.16; Portable Tech Solutions, Inventory Scanning Equip, \$7,264.72; Prairie Graphics, Supp/Uniforms, \$255.00; Prussman Contracting, 3rd St Water Main Replacement, \$121,762.88; Prussman Contracting, Asphalt Patching, \$5,061.50; Prussman Contracting, Sewer Repair, \$1,179.12; Prussman Contracting, Sludge Hauling, \$4,136.75;

Prussman Contracting, Water Line Repair, \$3,044.82; Ray's Corner, Conserve/Demand Incentive, \$654.02; Reed, Lyle, Travel, \$10.00; Resmen, Kaylene, Travel, \$27.49; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$360.00; Rudy's Welding, Supp, \$392.00; Runnings, Supp, \$1,096.41; Schoon's Pump N' Pak, Gas, \$4,733.37; Schulte, Dan, Travel, \$62.10; Schuneman Equipment, Equip Maint, \$177.33; SD Dept of Health Lab, Testing W-WW Samples, \$412.00; SD Treasurer, Sales/Excise Tax, \$213,002.95; SDSU Dept of Finance, Employee Training, \$1,051.15; Service Warehouse, Supp, \$198.70; Servicemaster, Janitorial Service, \$260.00; Sherwin-Williams, Supp, \$1,168.96; Sx Valley Energy, Dispatching Service, \$660.00; Sx Valley Energy, Utility Bill, \$1,400.20; Slaughter, Michele, Travel, \$18.40; SD Newspaper Assoc., Employment Advertising, \$599.88; Sprint, Tele Exp, \$38.91; Sprint, PCS Service Fee, \$298,429.94; Sprint, PCS Phone Service, \$3,625.91; Sprint, PCS Inventory, \$96,697.96; Sprint-Bkgs, PCS Accessories, \$18.88; State of Iowa-Treasurer, Sales Tax, \$5,243.00; Stoltenburg, Audie, Travel, \$428.95; Stuart C. Irby, Supp, \$1,851.50; Sturdevant Auto, Supp, \$68.28; Swiftel Communications, Office Phone Bill, \$88,268.24; Syrstad Oil, Vehicle Maint, \$69.99; Telcobuy.Com, Supp, \$1,352.21; Tessier's, Repairs, \$1,004.74; UPS Store, Freight, \$117.31; Thomas Dean Delk, Tech Support, \$180.00; Thomson Reuters-West, SDCL Publications, \$83.75; Tnemec Co, Supp, \$678.44; Top Notch Cleaning Service, Janitorial Service, \$1,845.00; Tott's Conoco, Gasoline, \$455.45; Union County Elec, Utility Bill, \$244.50; UPS, Freight, \$485.54; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$67,473.97; University Estates, Water Charge Reim, \$3,510.00; Utility Service, Well Maint, \$50,586.85; Walker & Associates, Supp, \$1,450.31; Watertown Utilities, Utility Bill, \$947.96; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$244.40; Wells Fargo, Deposit Tickets, \$232.84; Wesco, Supp, \$59,824.24; Winter Inc, Concrete/Supp, \$434.00; Workin.Com, Employment Advertising, \$358.00; Wright, Richard, Travel, \$34.50; WW Tire, Equip Maint, \$102.00; Xcel Energy/NSP, Utility Bill, \$1,968.83; Young Door Service, Labor/Repair, \$101.58.

The following are Telephone/Utility Refunds:

Young, William, \$33.52; Broadway, Laron, \$33.50; CD Properties LLC, \$66.97; Cedar West III, \$36.47; Davis, Wendy, \$92.17; Deutscher, Tyrel, \$68.75; Fauth, James, \$25.62; Gilbert Trust, \$143.72; Heine, Todd, \$144.31; Kuhn, Amie, \$89.88; Lara, Billy Joe, \$91.30; McClemans, Mike, \$73.51; Meyer, Alaina, \$52.86; Mire, Hukun, \$150.31; Moriarty Rentals, \$31.26; Moriarty Rentals, \$15.50; Morris, Cierra, \$266.71; Oleson, Courtney, \$158.37; Paulsen, Danielle, \$20.15; Puetz Corp, \$219.61; Sides, Becca, \$25.62; Stewart, Brandi, \$104.72; Vannoy, Rachael, \$23.00; Walker, Ariel, \$30.01; Almahmoud, Suliman, \$149.82; Arndt, Dustin, \$36.86; Bedow, K, \$55.86; Bendickson, Joseph, \$70.09; Bilbrey, Leslie, \$47.03; Bryars, Daniel, \$28.90; Carlson, Cody, \$61.15; CNL Financial Group, \$29.77; Crain, Jeffrey, \$87.22; Cyr, Desiree, \$28.33; Decook, Julia, \$48.53; Dunn, Danielle, \$18.10; Earle, Charlene, \$20.09; Ellwanger, Kendra, \$48.53; Field, Jim, \$18.98; Garvin, Bernice, \$9.57; Hale, Stephanie, \$53.67; Hirsch, Jake, \$39.93; Houglum, Johnna, \$10.77; Hunter, Billy, \$22.32; Huyser, William, \$2.94; Johnson, Bobby, \$95.13; Kahle, John, \$36.72; Kreyger, Brandt, \$109.16; Krogman, Eric, \$48.20; Lantern Lounge, \$223.69; Leclair, Paul, \$67.92; Lenz, Eric, \$6.66; Lundberg, Clay, \$87.71; Maroney, Larry, \$23.75; McBride, Brian, \$157.07; McManus, Devin, \$6.40; Milner, Virginia, \$262.16; Mogren, Christina, \$35.57; Moravec, Danielle, \$14.01; Nehlich-Arobba, Sophia, \$63.60; Peters, Kurt, \$29.28; Poindexter, Brian, \$23.97; Schmitz, Brock, \$34.59; Schultz, Jacob, \$53.18; Sword, Mary, \$20.70; Teoh, Kwan Hong, \$24.53; Vanderhule, Grant, \$53.18; Wiese, Elaine, \$30.62.

PERSONNEL INFORMATION

Department Salaries (July): Electric, \$211,258.42; Water, \$97,438.52; Wastewater, \$93,356.74; Telephone, \$502,283.62;

Retirement, \$49,387.69; Social Security, \$66,236.31; Insurance, \$78,158.82; Deferred Comp, \$13,297.09;

Salary Changes: H. Aason, \$19.22; J. Borns, \$30.65; K. Briggs, \$36.98; B. Bruns, \$12.29*; R. Christensen, \$35.20; T. Dahmen, \$35.20; B. Drexler, \$36.98; J. Ekern, \$30.65; D. Finn, \$24.06; H. Freeman, \$33.55; T. Heldt, \$19.22; D. Herr, \$19.84; J. Horst, \$33.55; J. Hulscher, \$31.87; K. Jensen, \$24.58; A. Johme, \$19.84; S. Kindt, \$30.65; J. Kleinemas, \$33.55; J. Kriese, \$31.86; D. Kruse, \$31.86; J. Larson, \$27.82; J. Lenander, \$16.32; J. Lounsbery, \$30.65; P. Lund, \$21.17; E. Martinez, \$14.59*; T. McLaughlin, \$21.17; M. Menken, \$30.65; B. Nelson, \$30.65; J. Owen, \$18.82; M. Platzeck, \$33.55; J. Reed, \$30.65; S. Rients, \$27.82; C. Strand, \$30.20; L. Swenson, \$27.82; J. Tilden, \$19.84; R. Casillas, \$9.79*; J. Ekern, \$12.00; M. Fernelius, \$12.00; D. Hanten, \$12.00; R. Herb, \$12.00; T. Johnson, \$12.00; K. Resmen, \$12.24; C. Stutelberg, \$9.79*; R. Pesola, \$12.29*;

K. Baerg, \$25.27; J. Hanson, \$27.82; K. Harvey, \$26.52; T. Hohn, \$22.74; K. Hougland, \$26.52; J. Jensen, \$15.87; M. Kuechenmeister, \$30.27; D. Loban, \$25.27; R. Meyer, \$26.52; S. Minor, \$31.86; K. Moad, \$26.52; L. Mutchler, \$27.82; T. Naatjes, \$31.86; M. Page, \$25.27; B. Peterson, \$25.27; M. Prussman, \$25.27; G. Telkamp, \$25.27; N. Vandersnick, \$26.52; M. Volkers, \$26.52; R. Wendland, \$26.52; R. Kruse, \$19.89; D. Nemitz, \$14.88; D. Rauscher, \$18.95; R. Roth, \$22.74; D. Rusten, \$13.46; J. Weverka, \$18.95;

J. Anderson, \$23.40; J. Axtell, \$28.44; L. Bebensee, \$23.40; S. Billet, \$19.22; C. Bohlen, \$25.80; T. Bruna, \$19.22; T. Charging, \$20.16; J. Christenson, \$21.85; W. Clark, \$28.44; B. DeBeer, \$19.22; D. Duff, \$19.22; K. Ekern, \$22.27; K. Gerdes, \$19.22; M. Jorgensen, \$18.35; S. McKeown, \$22.71; J. McKibben, \$19.22; J. Meusburger, \$25.49; T. Mumby, \$17.40; A. Nielsen, \$20.16; J. Nielsen, \$17.40; T. Roach, \$20.16; L. Sebring, \$22.27; A. Skyberg, \$25.80; D. Steege, \$31.86; S. Stulken, \$17.40; R. Volkers, \$19.22; D. Wakeman, \$31.86; T. Hietpas, \$11.09; L. Lynn, \$9.79; K. Stanwick, \$11.87; S. Thompson, \$11.75;

N. Axtell, \$33.55; C. Carpenter, \$27.82; M. Collins, \$33.55; W. Conn, \$24.06; L. Dickey, \$33.55; A. Egeberg, \$24.06; D. Eidsness, \$33.55; R. Foster, \$33.55; C. Haakinson, \$26.25; T. Haaseth, \$37.72; B. Halvorson, \$24.06; S. Hinricher, \$18.05; I. Kruse, \$19.66; N. Maher, \$21.85; J. Millard, \$24.96; C. Nutter, \$33.55; B. Pedersen, \$30.65; L. Reed, \$35.20; T. Swanson, \$33.55; R. Thompson, \$30.65; S. VanDuyn, \$19.84; J. Volkers, \$33.55; M. Vrchota, \$19.66; R. White, \$33.55; S. Anderson, \$30.19; R. Perry, \$25.16; D. Mahanke, \$37.72; T. VanderWal, \$35.20; V. Voegeli, \$19.66;

New Employees: L. Lynn, \$9.50; A. Reyes, \$10.66; C. Stainbrook, \$30.19.

*Plus commission.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of second quarter 2015.

REVIEW OF 2016 CAPITAL IMPROVEMENT PROGRAM

Steve Meyer and Laura Julius presented the proposed 2016 Capital Improvement Program for all funds.

FINAL PAYMENT ON THE ROOFING PROJECT AT THE UTILITY BUILDING

Motion was made by Pitts that the following Resolution No. 19 – 15 be approved.

RESOLUTION NO. 19 - 15

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT FOR THE
ROOF PROJECT AT THE UTILITY BUILDING

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$17,607.50 to Architectural Roofing & Sheetmetal Inc. hereby be approved for the Roof Project at the Utility Building.

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

Adopted this 10th day of August, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

FINAL PAYMENT – ON THE 3RD STREET WATER MAIN REPLACEMENT PROJECT

Motion was made by Harvey that the following Resolution No. 20 - 15 be approved.

RESOLUTION NO. 20 – 15

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

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$121,762.88 to Prussman Contracting Company hereby be approved for the 3rd Street Water Main Replacement Project.

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

Adopted this 10th day of August, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

AWARDING OF QUOTE

The following quotes were opened and publicly read at 1:30 p.m. on August 6, 2015, and presented at this time for consideration and action.

AWARDING OF QUOTE FOR SURPLUS POWER TRANSFORMERS, OIL CIRCUIT
BREAKERS AND REGULATORS

B & B Transformers	\$ 2,250.00
T & R Electric Supply	\$51,600.00
Jerry's Electric	\$26,104.50

Motion was made by Pitts, seconded by Harvey to approve the high quote received for the Surplus Power Transformers, Oil Circuit Breakers and Regulators to T & R Electric in the amount of \$51,600.00. All members present voted in favor of the motion.

BIDS

AUTHORIZATION TO SUBMIT BIDS

PCS RADIO ACCESS EQUIPMENT – TELEPHONE DEPARTMENT

Motion was made by Pitts, seconded by Harvey that authorization be given to advertise for bids for PCS Radio Access Equipment. All members present voted in favor of the motion.

TRANSFORMER PADS–HWY 77 & WESTERN AVE. – ELECTRIC DEPT.

Motion was made by Harvey, seconded by Carruthers that authorization be given to advertise for bids for Transformer Pads – Hwy 77 & Western Avenue. All members present voted in favor of the motion.

EXECUTIVE SESSION

Motion was made by Pitts, seconded by Carruthers 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.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President