

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, October 12, 2015, at the Utility Building with the following members present: Carruthers, Hansen, Harvey and President Peterson. Absent: Pitts.

MINUTES

Minutes of the regular meeting held September 14, 2015 and the special meeting held September 24, 2015 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supplies, \$11.16; 6th Street Diner, Conserve/Demand Incentive, \$576.00; A T & T, Settlement, \$1,170.98; A T & T, Cust. Toll Free Number, \$53.35; ABM Manufacturing, Supp, \$1,434.00; Accela Inc, Online Maintenance Fee, \$3,922.10; Advanced Media Tech, Unreg Inventory, \$6,685.05; A-I Computers Solutions of Brookings, Supp, \$129.97; Allegra, Printing Supp, \$640.20; AM Conservation Group, Supp, \$5,046.85; Amphenol Funding, Supp, \$10,978.22; Anixter, Supp, \$2,742.00; Anixter, Unreg Inventory, \$4,410.90; Aramark Uniform Services, Supp, \$683.26; Austreim Landscaping, Supp, \$509.00; Authorize.Net, Credit Card Processing Fee, \$115.90; Ball, Michelle, Janitorial Service, \$200.00; Barhite, Brooke, Travel, \$101.20; Bauman, Cassidy, Travel, \$12.94; Bendix, Bill Printer, \$9,330.35; Bendix, Copier Maint, \$6,051.04; Beresford Mun Tele, PCS Access, \$20.77; Best Western Ramkota, Lodging, \$85.00; Bluefin Payment Systems, Credit Card Processing Fee, \$5,808.70; Border States Elec, Supp, \$2,217.62; Border States Elec, Unreg Inv, \$1,261.68; Bridle Estates, Sewer Charge Reim, \$1,697.50; Brookings Credit Bureau, Delinq. Acct Collection, \$184.27; Brookings Human Resource, Drug/Alcohol Screening, \$222.00; Brookings Municipal Utilities, Office Utility Bill, \$55,057.52; Brookings Radio, Advertising, \$1,500.00; Brookings Register, Advertising/Legals, \$149.21; Brookings Vision Center, Safety Glasses, \$536.00; Bruns, Brooke, Travel, \$12.08; BSG Clearing Solutions, Settlement, \$690.85; Buhls of Bkgs, Rug/Supp, \$157.10; Capitol Sales Co, Unreg Inv, \$250.20; Carquest, Equip Maint, \$56.14; Central Business, Supp, \$601.45; Century Link, Tele Exp, \$106.46; Century Link, Directory Listing, \$547.00; City of Brookings, Contract Fee, \$6,357.18; City of Beresford, Utility Bill, \$193.70; City of Brookings, Landfill Fee, \$125.61; City of Sgt Bluff, Utility Bill, \$181.16; City of Sx City, Storm Drainage Fee, \$7.59; City of Sx City Iowa, Fire Permit, \$20.00; City of Vermillion, Utility Bill, \$367.70; Clay Union Electric, Utility Bill, \$217.82; Cleanslate, Printed Material, \$781.00; Codington Clark Elec, Utility Bill, \$59.48; Collins, Kevin, Travel, \$760.50; Courtesy Plbg & Htg, Repair/Supp, \$1,213.01; Crescent Electric, Supp, \$430.80;

Crescent Electric, Unreg Inv, \$1,029.50; CSSA, Unreg Inv, \$55.57; Culligan of Bkgs, Bottled Water, \$134.00; Culligan of Watertown, Bottled Water, \$34.50; Dakota Security, Equip/Repair, \$1,351.48; Dakota Service, Towing Fee, \$150.00; Dakota Supply Group, Fire Hydrants, \$14,658.00; Dakota Supply Group, Supp, \$4,567.74; Dale's Alignment, Vehicle Maint, \$840.00; Datalink, Maint Renewal, \$1,200.92; Dave's Window Cleaning, Window Service, \$58.00; DePauw, Sean, Travel, \$60.95; Dept of the Treasury, Fed Tax, \$4,986.04; Detection Instruments, Sensor Calibration, \$375.49; Dex Media East, Advertising, \$65.00; DHE, Maint Fee, \$2,200.00; Directory Resources, Software Maint, \$1,250.00; Ditch Witch of SD, Maint/Supp, \$1,165.08; Eco Water, Bottled Water, \$186.60; Eco Water-Bkgs, Softener Service, \$299.00; Elite Electric, Electrical Work, \$92.09; Express Comm, Settlement, \$8,026.33; Express Services, Temp Help, \$883.50; Fastenal, Supp, \$344.71; Fed Ex, Freight, \$155.18; Fiber Comm Solutions, Supp, \$465.50; Fiber Comm Solutions, Unreg Inv, \$79.05; Fibercomm, Broadband Service, \$340.50; First Bank & Trust, Bond Pymt Series 2011, \$36,478.75; First Bank & Trust, Credit Card Machine, \$267.00; First National Trust Services, 2012 SRF Loan Pymt, \$29,0371.50; Fishback Insurance Agency, Bond Charge, \$50.00; Fishback Insurance Agency, Filing Fee, \$30.00; Flexible Pipe Tool, Supp, \$460.50; Foerster Supply, Supp, \$373.05; Fox Sports Net North, Contract Fee, \$5,816.32; FRRPA, FRRPA Lease, \$12,957.00; G & R Controls, Equip/Maint, \$784.05; George's Pizza, Meeting Supp, \$169.50; Golden West Tech, Tech Support, \$1,226.23; Golden West Telecom, Tele Exp, \$40.77; Goodfellow, Barb, Travel, \$27.60; Grand & Benedicts, Store Fixtures, \$70.42; Graybar Electric, Supp, \$445.31; Haaseth, Todd, Travel, \$85.20; Hawkins Inc, Chemicals, \$5,683.51; HD Supply Waterworks Ltd, Supp, \$7,927.11; Herr, Debra, Travel, \$89.70; Hibu Inc-West, Advertising, \$392.00; Hillyard/Sx Falls, Repair/Supp, \$260.55; Homestead Do It Center, Supp, \$152.64; Hometown Service, Repair/Supp, \$1,451.81; Hydro-Klean, Manhole Rehabilitation, \$151,255.87; Illustratus, Supp, \$259.42; Imagination Branding, Supp, \$908.45; Independent Communication, Contract Fee, \$1,063.61; Industrial Machine & Eng, Repairs/Supp, \$90.00; Interstate Telecom, Tele Exp, \$2,265.73; Iowa HSEMD, Enhanced 911, \$11,000.35; Johme, Ashley, Travel, \$115.58; John Henry Foster Minn, Maint/Supp, \$204.02; JV Trees, Tree Moving/Trimming, \$400.00; Karpen, Nick, Travel, \$149.50; KDLT TV, Contract Fee, \$2,093.28; KELO, Contract Fee, \$2,602.45; KF Hotel Bkgs, Conserve/Demand Incentive, \$3,878.75; Knettel, Trever, Travel, \$246.11; Krogman, Katie, Travel, \$55.20; Kuechenmeister, Mark, Travel, \$156.02; L G Everist, Gravel, \$1,060.37; Laake, Aaron, Travel, \$52.91; LECA, Settlement, \$4,996.00; LECA, Assessment, \$3,927.00; Lewis Drug, Supp, \$55.40; Locators & Supplies, Repair/Supp, \$4,788.37; Lowe's, Supp, \$1,177.23; LSA, Directory Rates/Data, \$110.75; M & T Fire & Safety, Supp, \$231.50; Martin's Inc, Diesel/Oil, \$531.51; Matheson Tri-Gas, Supp, \$183.00; Mathison Co, Maint/Supp, \$6.30; Medinger, Amanda, Travel, \$55.78; Melby, Paul, Travel, \$156.00; Merchant Transact, Credit Card Processing Fee, \$543.98; Metering & Technology Solutions, Supp, \$3,425.07; Meyer, Kelly, Travel, \$196.00; Midamerican Energy, Utility Bill, \$1,263.18; Midcontinent, Contract Fee, \$232.20; Midwest Pest Control, Pest Control, \$150.00; Millborn Seeds, Grass Seed/Fertilizer, \$62.50; Mills, Jack E, Cam Charges, \$11,126.47; Minor, Scott, Travel, \$127.50; Missouri River, Supplemental Power, \$1,075,213.14; Missouri River, WAPA Allocation, \$281,546.94; Missouri River Energy Services, Registration, \$99.00; MMUA, Training, \$5,550.00; MVTL Laboratories, Wastewater Analysis, \$2,053.90; Naatjes, Tony, Travel, \$197.80; Napa Auto Parts, Supp, \$85.77; National Processing Co, Credit Card Processing Fee, \$5,780.01; Nelson, Brian, Travel, \$27.60; Neopost USA, Supp, \$339.00; Nielson, Brandi, Travel, \$18.40; North West Rec, Utility Bill, \$42.06; Northern Balance & Scale, Repair/Service, \$2,811.00; Northwestern Energy, Natural Gas, \$51.95; NRECA, Publication, \$72.00; Office Elements, Maint/Supp, \$153.37; Olson, Justin, Travel, \$423.20; One Source-Background Check Co, Employee Verification, \$162.00; Otter Tail, Utility Bill, \$146.12; Pandora Media, Advertising, \$3,254.21; Patrick, Dan, Travel, \$28.75; Perkins Office Solutions, Supp,

\$1,075.00; Pete Lien & Sons, Chemicals, \$16,284.39; Peterson AC & Heating, Repairs/Supp, \$670.00; Power Product Services, CO Power Distribution Expansion, \$77,246.10; Prairie Graphics, Supp/Uniforms, \$330.50; Prussman Contracting, Gravel, \$645.00; Prussman Contracting, Valve Installation, \$9,735.65; Prussman Contracting, Water Line Repair, \$1,055.96; Prussman, Lyle, Conserve/Demand Incentive, \$188.28; Queen City Wholesale, Supp, \$74.40; Rental Depot, Equip Rental, \$25.68; Resmen, Kaylene, Travel, \$28.06; Ron's Auto Repair, Vehicle Maint, \$39.05; Runnings, Supp, \$884.02; Scarbrough, Steven, Conserve/Demand Incentive, \$175.00; Schoon's Pump N' Pak, Gas, \$3,371.97; Schuneman Equipment, Equip Maint, \$12.54; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$339.00; SD Treasurer, Sales/Excise Tax, \$220,489.74; SDN Communications, Circuit Lease, \$1,782.00; SDN Communications, Disk Drives/Trays, \$2,830.00; SDN Communications, Supp, \$137.82; SDN Communications, Workstations, \$3,655.00; Servall Towel & Linen, Supp, \$289.80; Servicemaster, Janitorial Service, \$260.00; Sioux Falls Shopping News, Employment Advertising, \$300.00; Sioux Falls Two Way Radio, Repairs/Supp, \$196.89; Sioux Falls Utilities, Utility Bill, \$29.72; Sioux Valley Energy, Dispatching Service, \$660.00; Sioux Valley Energy, Utility Bill, \$1,456.63; Sioux Valley Environmental, Chemicals, \$14,839.20; South Sioux City, Utility Bill, \$644.00; Southeastern Electric, Utility Bill, \$388.83; Sprint, Tele Exp, \$49.91; Sprint, COPP Handset, \$149.99; Sprint, PCS Phone Service, \$3,512.94; Sprint, PCS Service Fee, \$435,729.45; Sprint, PCS Inventory, \$416,989.24; Sprint-Sx City, PCS Accessories, \$2,601.25; Stanwick, Kylie, Travel, \$239.20; State of Iowa-Treasurer, Sales Tax, \$4,428.54; Stoltenburg, Audie, Travel, \$463.45; Stuart C. Irby, Supp, \$7,274.00; Sturdevant Auto, Supp, \$89.98; Swanson, Todd, Travel, \$85.20; Swiftel Communications, Office Phone Bill, \$89,362.49; Syrstad Oil, Vehicle Maint, \$88.40; UPS Store, Freight, \$180.28; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tower Distribution, Contract Fee, \$284.17; Town & Country Shopper, Advertising, \$224.00; Traffic Control, Supp, \$1,943.50; Travel Leaders, Air Fare, \$4,649.60; Ulvestad, Brian, Conserve/Demand Incentive, \$50.00; Union County Electic, Utility Bill, \$231.20; UPS, Freight, \$812.56; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$67,473.95; University Estates, Water Charge Reim, \$3,510.00; Vermillion Chamber of Commerce, Membership Dues, \$50.00; Walker & Associates, Unreg Inv, \$1,498.75; Watertown Utilities, Utility Bill, \$813.42; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$244.40; Wesco, Supp, \$7,364.08; Wireless Xcessories Group, PCS Inv, \$924.90; Witt, Eric, Travel, \$242.74; Wright, Richard, Travel, \$35.65; WW Tire, Equip Maint, \$32.87; Xcel Energy/NSP, Utility Bill, \$2,041.06; Xerox, Copier Maint, \$178.97.

The following are Telephone/Utility Refunds:

Alotaibi, Ghallab, \$8.25; Bartley, Lindsie, \$28.32; Beebout, Kirk, \$6.81; Bottoms, Susan, \$110.31; Burkhalter, Brian, \$8.51; Carson, Andrew, \$61.49; Clairview Apts, \$21.20; Eastcrest Town Homes, \$86.01; Erz, Marilyn, \$15.27; Family Dollar, \$278.79; Flynn, Nicole, \$9.51; Fusion Developers, \$45.24; Garcia, Alvaro, \$90.53; Gottsleben, Helen, \$20.97; Hagen, Kent, \$20.48; Hamner, Sarah, \$65.47; Hartman, Dan, \$20.26; Hegg Realtors, \$53.07; Hoaas, Leah, \$14.25; Innovation Village, \$28.93; Johnson, Bruce & Carmen, \$61.10; Johnson, Carrie, \$200.00; Klingbile, Larry, \$39.63; Klusmann, Kelsi, \$59.52; Lampy, Andrew, \$50.59; Lush, Jerry, \$130.21; Parsons Rentals, \$69.95; Peterson, David, \$64.45; Piatz, Jeremy, \$88.99; Ponto, Karen, \$31.22; Pridie, Travis, \$118.13; Robinson, Isaac, \$15.11; Sapp, Oscar, \$17.36; Schools Public UCD/VM, \$92.68; Schweitzer, Adam, \$44.64; Shaffer, Thomas, \$82.39; Shefner, Gregg, \$144.32; Shilvock, Nathan, \$29.67; Smith, Betty, \$49.60; Southland Court V, \$44.91; Teachout, Sherylene, \$6.61; Thelen, Nathan, \$118.91; Treiber, Craig, \$34.72; V K Properties, \$72.89; V K Properties, \$41.01; V K Properties, \$36.31; Vande Weerd, Kyle, \$10.69; Wease, Chris, \$44.64; West, Thomas, \$24.99; Williams Jr, Louis, \$22.43; Windermere Properties, \$201.19.

PERSONNEL INFORMATION

Department Salaries (September): Electric, \$209,052.47; Water, \$91,086.43; Wastewater, \$87,811.56; Telephone, \$492,103.15;

Retirement, \$49,593.56; Social Security, \$63,374.75; Insurance, \$78,992.56; Deferred Comp, \$12,915.72;

Salary Changes: J. Ekern, \$12.71; J. Hulscher, \$33.55; M. Martian, \$13.06*; K. Stanwick, \$2,757.30; D. Herr, \$3,692.78; J. Jensen, \$18.95; M. Prussman, \$26.52; T. Hietpas, \$11.75; B. Goodfellow, \$11.87; T. Jensen, \$11.87; J. Millard, \$26.25;

New Employees: N. Moeller, \$10.37*; J. Gregerson, \$12.00; Z. Larson, \$10.66; A. Hilbrands, \$10.66; T. Smith, \$10.66;

*Plus commission

PUBLIC HEARING ON 2016 BUDGET AND PROPOSED RATE INCREASES

A public hearing was held on the 2016 Budget and proposed rate increases for electric, water and wastewater. No one appeared and no written complaints were received. The public hearing closed.

REVIEW 2016 BUDGET

Steve Meyer and Laura Julius presented the proposed 2016 Budget for the Board's consideration.

FIRST READING OF ELECTRIC RATE REVIEW

The proposed rate increase for electric service was reviewed. Motion was made by Harvey, seconded by Carruthers to approve the first reading of the proposed rate increase in residential electric rate, small commercial electric rate, time of day electric rate, large commercial electric rate, industrial electric rate, interruptible electric rate, street light and security light rates. All members present voted in favor of the motion.

FIRST READING OF WASTEWATER RATE REVIEW

The proposed rate increase for wastewater service was reviewed. Motion was made by Carruthers, seconded by Harvey to approve the first reading of the proposed rate increase in residential and commercial wastewater rates and the BOD/TSS/TKN surcharge fee. All members present voted in favor of the motion.

FIRST READING OF WATER RATE REVIEW

The proposed rate increase for water service was reviewed. Motion was made by Harvey, seconded by Hansen to approve the first reading of the proposed rate increase in residential and commercial water rates. All members present voted in favor of the motion.

POLICY MANUAL AMENDMENTS

Motion was made by Harvey that the following Resolution No. 26 - 15 be approved.

RESOLUTION NO. 26 - 15

RESOLUTION AMENDING POLICY MANUAL

WHEREAS a comprehensive statement of policy governing the organizational and operational affairs of the Brookings Municipal Utility has been adopted by the Brookings Municipal Utilities Board (the "Board"), which statement is now on file in the office of the Executive Vice President/General Manager; and

WHEREAS after due consideration the Board finds that that a new section be added in the Personnel Policy, Section 302.13.02, Smoking Policy; and amendments to the Personnel Policy, Section 302.06, Gifts and Gratuities; Section 307.03, Specific Wage Policies; Section 308.01, Vacation Leave; Section 308.08 – Retirement; Section 311.01, Forms of Disciplinary Action; Section 311.02, Basis for Discipline; as set forth in said statement should be made.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Policy Manual be amended as shown on the attached.

Adopted this 12th day of October, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

SURPLUS WIRELESS EQUIPMENT

Motion was made by Hansen that the following Resolution No. 27 - 15 be approved.

RESOLUTION NO. 27 - 15

RESOLUTION ORDERING DISPOSITION OF SURPLUS
WIRELESS 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.

WHEREAS said property is as follows:

DESCRIPTION	QTY
Cards/Cables/Misc.	56
Cases/Holsters	285
Chargers/Batteries	60
Headsets	4

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 12th day of October, 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 WATER/SEWER MAINS – TIMBERLINE ADDITION

Motion was made by Carruthers, seconded by Harvey that the application for extension of water and sewer mains and connection into the city water and sewer system requested by Paul Moriarty for Summit Pass in the Timberline Addition 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 October 8, 2015, and presented at this time for consideration and action.

PCS RADIO ACCESS NETWORK EQUIPMENT – TELEPHONE DEPARTMENT

Ericsson Inc. Base Bid Plus Option 2

\$273,895.00

Motion was made by Harvey, seconded by Carruthers to approve the bid of Ericsson Inc. for the base bid plus Option 2 in the amount of \$273,895.00 for the PCS Radio Access Network Equipment; 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 read at 1:30 p.m. on October 9, 2015, and presented at this time for consideration and action.

OIL CIRCUIT RECLOSERS – ELECTRIC DEPARTMENT

		<u>Unit Price</u>	<u>Total</u>
Solomon Corp.	Item 1 – Quantity 10	\$5,970.00	\$59,700.00
	Item 1a – Quantity 2	\$5,970.00	<u>\$11,940.00</u>
	TOTAL BID		\$71,640.00

Motion was made by Hansen, seconded by Harvey to approve the bid of Solomon Corporation in the amount of \$71,640.00 for the Oil Circuit Reclosers; 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.

AUTHORIZATION TO SUBMIT BIDS

SET TOP BOXES – TELEPHONE DEPARTMENT

Motion was made by Harvey, seconded by Carruthers that authorization be given to advertise for bids for Set Top Boxes. All members present voted in favor of the motion.

EXECUTIVE SESSION

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