

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, May 11, 2015, at the Utility Building with the following members present: Carruthers, Hansen, Harvey, Pitts and President Peterson.

MINUTES

Minutes of the regular meeting held April 13, 2015 and the special meeting held April 27, 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.

APPROVAL OF BILLS AND CLAIMS

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

A & B Business Equipment, Bill Printer Maint, \$1,225.50; A T & T, Settlement, \$1,230.74; A T & T, Cust. Toll Free Number, \$54.51; A1 Cleaning & Restoration, Janitorial Service, \$960.00; ABM Manufacturing, Supplies, \$1,434.00; Advanced Engineering & Environmental, Engineering Consulting, \$13,468.03; A-I Computers Solutions-Bkgs, Supp, \$119.94; Allegra, Printing Supp, \$3,194.56; American Garage Door, Repairs/Supp, \$90.00; American Safety Util, Supp, \$469.25; AMP Electric, Labor/Supp, \$79.94; Aramark, Supp, \$678.38; Authorize.Net, Credit Card Processing Fee, \$113.55; Ball, Michelle, Janitorial Service, \$200.00; Barhite, Brooke, Travel, \$27.03; Barnhart, Labor/Supp, \$3,922.40; Bendix, Copier Maint, \$7,234.81; Beste, Doug, Conserve/Demand Incentive, \$20.00; Bluefin Payment Systems, Credit Card Processing Fee, \$4,711.15; Border States Elec, Supp, \$6,812.14; Border States Elec, Unreg Inventory, \$2,113.34; Bowes Construction, Gravel, \$1,001.36; Bridle Estates, Sewer Charge Reim, \$1,662.50; Bkgs Area Chamber of Commerce, Services Promotion, \$75.00; Bkgs County Treasurer, License, \$141.24; Bkgs Credit Bureau, Delinq. Acct Collection, \$78.93; Bkgs

Engraving, Signs/Engraving, \$12.00; Bkgs H. S. Activities, Advertising, \$200.00; Bkgs Utilities, Office Utility Bill, \$50,903.52; Bkgs Vision Center, Safety Glasses, \$402.00; Bruns, Brooke, Travel, \$4.03; BSG Clearing Solutions, Settlement, \$64.58; Careerbuilder, Employment Advertising, \$419.00; CDW Government, Supp, \$1,782.09; Central Business, Supp, \$841.96; Century Business Products, Copier Maint, \$227.24; Century Business Products, Fax Machine, \$295.00; Century Link, Tele Exp, \$227.30; Century Link, Interconnections, \$7,992.17; Century Link, Settlement, \$272.27; City of Brookings, Contract Fee, \$5,743.38; City of Beresford, Utility Bill, \$146.13; City of Brookings, Landfill Fee, \$162.14; City of Sgt Bluff, Utility Bill, \$137.83; City of Vermillion, Utility Bill, \$356.36; Clay Union Electric, Utility Bill, \$227.84; Codington Clark Elec, Utility Bill, \$59.56; Collins, Kevin, Travel, \$793.50; Commercial Capital Co, Plotter Lease, \$79.00; Conn, Bill, Conserve/Demand Incentive, \$50.00; Courtesy Plbg & Htg, Repair/Supp, \$81.70; Credit Bureau-Watertown, Delinquent Acct Collection, \$1,646.77; Crescent Electric, Supp, \$1,923.68; CSSA, Supp, \$100.40; CSSA, Unreg Inv, \$5,086.73; Culligan-Bkgs, Bottled Water, \$150.75; Culligan of Watertown, Bottled Water, \$25.50; Dakota Service, Supp, \$21.03; Dakota Supply Group, Supp, \$1,926.70; Dale's Alignment, Vehicle Maint, \$1,949.72; Dave's Window Cleaning, Window Service, \$58.00; Days Inn, Lodging, \$137.98; DePauw, Sean, Travel, \$70.73; Dept of the Treasury, FedTax, \$5,628.49; Dex Media East, Advertising, \$65.00; DHE, LLC, Maint Fee, \$2,200.00; Directory Resources, Software Maint, \$1,250.00; Ditch Witch of SD, Maint/Supp, \$193.88; Eco Water, Bottled Water, \$101.00; Ericsson Inc, Software/Hardware Maint, \$8,735.00; Express Communications, Settlement, \$9,422.16; Farmers Coop, Supp, \$19.20; Fastenal, Supp, \$1,301.22; Fed Ex, Freight, \$273.35; Ferguson Waterworks, Supp, \$23.59; Fibercomm, Broadband Service, \$6,310.78; First Bank & Trust, Bond Pymt Series 1998, \$154,125.88; First Bank & Trust, Bond Pymt Series 1999, \$88,357.08; First Bank & Trust, Bond Pymt Series 2000, \$155,389.47; First Bank & Trust, Bond Pymt Series 2006, \$134,622.44; First Bank & Trust, Bond Pymt Series 2011, \$36,728.75; Five-Star Awards & More, Supp, \$175.00; Flexible Pipe Tool, Supp, \$317.75; Foerster Supply, Supp, \$534.85; Fox Sports Net North, Contract Fee, \$5,616.39; Freeman, Harvey, Travel, \$82.80; FRRPA, FRRPA Lease, \$12,957.00; Golden West Tech, Tech Support, \$4,387.49; Golden West Telecom, Tele Exp, \$40.24; Goodfellow, Barb, Travel, \$102.35; Graybar Electric, Supp, \$1,965.27; Graybar Electric, Unreg Inv, \$1,221.19; Hamlin Building Center, Supp, \$8.88; Hawkins Inc, Chemicals, \$3,385.47; H-D Electric Coop, Utility Bill, \$497.73; HD Supply Waterworks Ltd, Supp, \$511.36; Henderschiedt, Dale, Travel, \$658.55; Henkin Schultz Comm Arts, Advertising, \$27,205.40; Herr, Debra, Travel, \$27.60; Hibu Inc. - West, Advertising, \$386.00; Hillyard/Sx Falls, Repair/Supp, \$280.22; Homestead Do It Center, Supp, \$423.98; Hometown Service, Repair/Supp, \$30.00; Independent Communication, Contract Fee, \$1,029.30; Interstate All Battery Center, Supp, \$179.20; Interstate Telecom, Tele Exp, \$1,401.20; Jeitz, Jennifer, Conserve/Demand Incentive, \$50.00; Johme, Ashley, Travel, \$129.95; Karpen, Nick, Travel, \$195.50; KDLT TV, Contract Fee, \$2,025.75; KELO, Contract Fee, \$2,518.50; Knettel, Trever, Travel, \$274.28; Krier & Blain, Maintenance, \$3,410.00; Krishna, Conserve/Demand Incentive, \$7,991.00; Larson, Jack, Travel, \$69.00; Larson, Renee, Travel, \$6.33; LECA, Settlement, \$4,240.00; Locators & Supplies, Repair/Supp, \$543.87; Lovseth, Josh, Conserve/Demand Incentive, \$250.00; Lowe's, Supp, \$2,315.08; Martin's Inc, Diesel/Oil, \$598.60; Matheson Tri-Gas, Supp, \$262.50; Mathison Co, Maint/Supp, \$252.03; Mediacom, Broadband Service, \$89.95; Menards-Sx City, Supp, \$20.35; Menards-Watertown, Supp, \$114.59; Merchant Transact, Credit Card Processing Fee, \$421.67; Metering & Tech Solutions, Meters, \$15,492.00; Metering & Tech Solutions, Supp, \$1,648.70; Mid South Telecom,

Repairs/Supp, \$128.00; Midamerican Energy, Utility Bill, \$908.84; Midcontinent, Broadband Service, \$297.19; Midcontinent, Contract Fee, \$232.80; Milbank Winwater Works, Supp, \$17,276.75; Millborn Seeds, Grass Seed/Fertilizer, \$200.00; Minerva Networks, Maint Support, \$33,750.00; Minerva Networks, Training Renewal, \$1,100.00; Missouri River, Supplemental Power, \$857,843.44; Missouri River, WAPA Allocation, \$258,574.94; Moss Adams LLP, Consulting Service, \$644.22; MVTL Labs, Wastewater Analysis, \$354.60; Napa Auto Parts, Supp, \$222.79; Nardini Fire Equipment, Fire Extinguisher/Maint, \$577.00; National Processing Co, Credit Card Processing Fee, \$5,627.99; Nielson, Brandi, Travel, \$31.05; North West Rec, Utility Bill, \$40.93; Northwestern Energy, Natural Gas, \$254.24; NPC International, Meeting Supp, \$65.98; Nystrom Electric, Tower Site Work, \$4,704.62; Obeslo, Kayla, Travel, \$32.20; Office Elements, Maint/Supp, \$110.16; Olson, Justin, Travel, \$560.05; One Source-The Background Check, Employee Verification, \$200.00; Otter Tail Power, Utility Bill, \$156.68; Pandora Media, Advertising, \$2,175.61; Patrick, Dan, Travel, \$55.21; Pete Lien & Sons, Chemicals, \$3,669.47; Pneumatic Specialties, Supp, \$1,171.42; Power & Telephone Supply, Unreg Inv, \$7,750.00; Prairie Graphics, Supp/Uniforms, \$1,227.87; Prairie Repertory Theatre, Advertising, \$150.00; Prussman Contracting, Sludge Hauling, \$3,085.75; Prussman Contracting, Transport Equipment, \$16,860.60; Rachu Inc, Conserve/Demand Incentive, \$7,085.00; Reed, Jeff, Travel, \$248.40; Resmen, Kaylene, Travel, \$24.67; Rients, Shane, Travel, \$110.40; Ron's Auto Repair, Vehicle Maint, \$1,462.18; Runnings, Supp, \$1,243.24; Schoon's Pump N' Pak, Gas, \$3,624.92; Schuneman Equipment, Equip Maint, \$304.92; SD Dept of Revenue, License & Titles, \$42.00; SD Public Assurance Alliance, Vehicle Insurance, \$113.18; SD Public Utilities Comm, Gross Receipts Tax, \$18,223.76; SD Treasurer, Sales/Excise Tax, \$201,985.62; SDN Communications, Computer Hardware, \$295.32; Servall Towel & Linen, Supp, \$251.90; Servicemaster, Janitorial Service, \$260.00; Shree Nathji Inc, Conserve/Demand Incentive, \$8,685.00; Sx Falls Tower & Communications, PCS Tower Site Work, \$87,446.15; Sx Falls Utilities, Utility Bill, \$29.72; Sx Valley Energy, Utility Bill, \$1,175.50; Slaughter, Michele, Travel, \$169.63; Solus Led, Conserve/Demand Incentive, \$1,950.00; SD Newspaper Assoc., Employment Advertising, \$453.18; South Sx City, Utility Bill, \$472.00; Southeastern Electric, Utility Bill, \$560.33; Speedy Cleaners, Rugs/Supp, \$157.10; Sprint, Tele Exp, \$53.29; Sprint, PCS Service Fee, \$154,030.88; Sprint, PCS Phone Service, \$3,401.11; Sprint, PCS Inventory, \$45,384.28; Sprint-Bkgs, PCS Accessories, \$3.71; Sprint-Sx Falls, PCS Accessories, \$1,277.12; Stan Houston Equipment, Supp, \$291.20; Staples, Supp, \$84.95; Star Energy, Utility Bill, \$63.14; State of Iowa-Treasurer, Sales Tax, \$5,417.00; Stoltenburg, Audie, Travel, \$339.25; Stuart C. Irby, Supp, \$7,495.00; Stuart C. Irby, Training Fee, \$6,000.00; Sturdevant Auto, Supp, \$334.00; Swenson, Lance, Travel, \$381.80; Swiftel Communications, Office Phone Bill, \$86,622.93; Syrstad Oil, Vehicle Maint, \$43.40; Talley Communications, Supp, \$14,331.56; Taylor, Jack, Labor/Supp, \$238.98; Telecom Operations Conference Showcase, Registration, \$320.00; UPS Store, Freight, \$358.12; Top Notch Cleaning, Janitorial Service, \$1,845.00; Torgrude, Forrest, Travel, \$248.40; Tower Distribution, Contract Fee, \$276.63; Town & Country Shopper, Advertising, \$452.00; Traffic Control, Supp, \$420.00; Treml, Dustin, Conserve/Demand Incentive, \$325.00; True North Steel, Supp, \$372.78; Union County Electric, Utility Bill, \$212.30; UPS, Freight, \$547.20; Universal Service Adm., USAC Contribution, \$96,976.49; University Estates, Water Charge Reim, \$3,380.00; Utilities Plus Energy, Labor/Supp, \$3,406.80; Utility Systems Science & Software, Supp, \$130.00; Vermeer High Plains, Vacuum Unit, \$37,160.25; Vermeer High Plains, Equip Maint, \$58.57; VoIP Supply, Supp, \$1,450.00; Walker & Associates, Supp, \$26,220.00; Watertown Utilities, Utility Bill,

\$724.37; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$244.40; Wesco, Supp, \$6,574.16; Wesco, Transformers, \$53,705.00; Wheeldon's, Equip Maint, \$24.00; Workin.Com, Employment Advertising, \$387.00; Wright, Richard, Travel, \$40.25; Xcel Energy/NSP, Utility Bill, \$1,818.59; Xerox, Copier Maint, \$189.93; Young Broadcasting-SF, Employment Advertising, \$309.00; Young Door Service, Labor/Repair, \$99.75.

The following are Telephone/Utility Refunds:

Bludorn, Kelan, \$10.26; Broadacre Mbl Homes, \$30.90; Deneke, Darrell, \$23.09; Eastern Dakota Specialities, \$587.10; First Bank & Trust, \$42.80; Goodlife Property Mgmt, \$10.12; Graslie, Jerry, \$24.13; Hickman, Constance, \$8.40; Holida, Susan, \$32.30; Iverson, Aaron, \$11.48; Jonker, V, \$3.26; Jonker, Verna, \$45.72; Josh Bartels Inc, \$65.53; Maffett, Kaitlin, \$38.48; Maize Properties, \$28.73; Meyer, Roderick, \$24.16; Montrose, Joel, \$25.92; Pesicka, Patrick, \$99.78; Peterson, Mavis, \$4.20; Pitts Property Mgmt, \$54.82; Pitts, Carol, \$120.79; Shumaker, Allan & Laura, \$28.70; Southland Court, \$30.52; Watertown Credit Bureau (Interest), \$35.79.

PERSONNEL INFORMATION

Department Salaries (April): Electric, \$182,933.31; Water, \$90,216.04; Wastewater, \$82,682.70; Telephone, \$474,576.17;

Retirement, \$46,966.07; Social Security, \$60,243.53; Insurance, \$79,014.63; Deferred Comp, \$12,846.62;

Salary Changes: C. Bauman, \$9.79*; C. Dhimal, \$9.79*; B. Norwick, \$10.94*; J. Olson, \$1,887.41*; C. Strand, \$29.31; J. Jensen, \$15.41; K. Krogman, \$4,098.50; R. Pickard, \$6,149.15; S. Thompson, \$11.40;

New Employees: M. Fernelius, \$11.65; D. Hanten, \$11.65; D. Johnson, \$15.91; M. Redmond, \$12.36;

*Plus commission

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance and Accounting Manager, presented a quarterly financial review of first quarter 2015.

SURPLUS TRANSFORMERS – ELECTRIC DEPARTMENT

Motion was made by Hansen that the following Resolution No. 11-15 be approved.

RESOLUTION NO. 11 - 15

RESOLUTION ORDERING DISPOSITION OF SURPLUS
SUBSTATION TRANSFORMERS

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:

Two (2) 15/20/25 KVA Substation Transformers
(Serial #A5539 & #A5281)

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 15/20/25 KVA transformers at \$60,000.00.

Adopted this 11th day of May, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

FINAL PAYMENT ON THE PCS TOWER & SITE WORK

Motion was made by Hansen that the following Resolution No. 12-15 be approved.

RESOLUTION NO. 12 - 15

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT FOR THE PCS TOWER AND SITE WORK

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$87,446.15 to Sioux Falls Tower & Communications hereby be approved for the PCS Tower and Site Work.

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

Adopted this 11th day of May, 2015.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, Vice President

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

APPLICATION FOR EXTENSION OF SEWER MAINS AND CONNECTION INTO
THE CITY SEWER SYSTEM—CHRISTINE AVENUE AND CHRISTINE AVENUE CIRCLE.

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 CD Properties (James Drew) for the intersection of Christine Avenue and Christine Avenue Circle be approved. All members present voted in favor of the motion.

APPLICATION FOR EXTENSION OF SEWER MAINS AND CONNECTION INTO
THE CITY SEWER SYSTEM—24TH STREET SOUTH AND AVALON CIRCLE.

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 Bluegill Inc. (Wade Price) for the intersection of 24th Street South and Avalon Circle 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 May 7, 2015, and presented at this time for consideration and action.

TELEPHONE DIRECTORY PRINTING SERVICES – TELEPHONE DEPARTMENT	
	Base Bid plus Options 5,6,7,8
Midstates Print & Media Solutions	\$55,758.00

Motion was made by Hansen, seconded by Harvey that the bid of Midstates Print & Media Solutions for the Telephone Directory Printing Services for the base bid plus Option 5, 6, 7 and 8 in the amount of \$55,758.00 be approved; 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.

115 KV LAMINATED POLE AND SWITCH – ELECTRIC DEPARTMENT

Karian Peterson Powerline Contracting	\$ 81,567.36
Highline Construction Inc.	\$ 98,051.00
Donovan Construction	\$116,136.20
Timberline Construction	\$ 97,669.21
The L. E. Myers Company	\$163,230.20

Motion was made by Hansen, seconded by Carruthers that the bid of Karian Peterson Powerline Contracting for the 115 KV Laminated Pole & Switch for the base bid in the amount of \$81,567.36.00 be approved; 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

EXECUTIVE SESSION

Motion was made by Harvey, seconded by Hansen 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