

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, November 9, 2015, at the Utility Building with the following members present: Carruthers, Hansen, Harvey, Pitts and President Peterson.

### MINUTES

Minutes of the regular meeting held October 12, 2015 and the special meetings held October 26, 2015 and November 4, 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.

4Nu-Praxair Dist, Supplies, \$11.10; A & B Service Garage, Repairs/Supp, \$649.34; A T & T, Settlement, \$1,038.70; A T & T, Cust. Toll Free Number, \$53.18; A1 Cleaning & Restoration, Janitorial Service, \$240.00; Accela, Online Maint Fee, \$2,286.05; Advance Auto Parts, Supp, \$20.77; Advanced Media Tech, Supp, \$1,768.16; A-I Computers Solutions, Supp, \$69.99; Allegra, Printing Supp, \$500.70; AMP Electric, Labor/Supp, \$476.45; AOSNC LLC, Network Firewalls, \$10,093.99; Aramark Uniform Services, Supp, \$628.48; Authorize.Net, Credit Card Processing, \$119.15; Avera Medical Clinic, Conserve/Demand Incentive, \$36.00; Ball, Michelle, Janitorial Service, \$200.00; Barhite, Brooke, Travel, \$124.78; Bauman, Cassidy, Travel, \$6.04; Berendse & Sons Painting, Abrasive Blast/Re-Coating EWP, \$64,750.00; Best Western Ramkota, Lodging, \$182.24; Blase Welding & Machine, Supp, \$323.76; Blooston & Mordkofsky, Legal Service, \$17,755.35; Bluefin Payment Systems, Credit Card Processing, \$6,489.37; Border States Elec, Supp, \$609.61; Bowes Construction, Asphalt Removal, \$435.24; Bridle Estates, Sewer Charge Reim, \$1,662.50; Briggs, Ken, Gas/Meals, \$147.14; Brookings Auto Mall, Vehicle Maint, \$81.52; Brookings Credit Bureau, Delinq. Acct Collection, \$300.21; Brookings Engineer, Storm Drainage Fee, \$3,567.45; Brookings Engraving, Signs/Engraving, \$52.00; Brookings Utilities, Office Utility Bill, \$48,450.97; Brookings Utilities, Easement Fee, \$30.00; Brookings Utilities, Petty Cash, \$152.37; Brookings Register, Publication Renewal, \$149.21; Bruns, Brooke, Travel, \$1.15; BSG Clearing Solutions, Settlement, \$591.53; Carquest Auto, Equip Maint, \$13.42; CDW Government, Supp, \$2,196.00; Central Business, Supp, \$134.37; Centrol Print Solutions, Supp, \$267.25; Century Link, Tele Exp, \$277.92; Century Link, Interconnections, \$7,743.59; CHR Solutions, Annual Maint Fee, \$114,107.00; City of Brookings, Contract Fee, \$6,506.22; City of Brookings, Landfill Fee, \$188.07; City of Sioux

Falls, Building Permit, \$504.00; City of Sioux Falls, Plan Review Fee, \$126.00; City of Vermillion, Utility Bill, \$323.36; Codington Clark Elec, Utility Bill, \$60.99; Collins, Kevin, Travel, \$674.83; Courtesy Plbg & Htg, Repair/Supp, \$76.35; Crescent Electric, Unreg Inventory, \$1,410.00; CSSA, Supp, \$17.43; CSSA, Unreg Inv, \$988.54; Culligan of Watertown, Bottled Water, \$49.00; Dakota Supply Group, Supp, \$580.00; Dave's Window Cleaning, Window Service, \$58.00; DePauw, Sean, Travel, \$86.83; Dept of the Treasury, Fed Tax, \$5,517.08; DHE, LLC, Maint Fee, \$2,200.00; Diversified Inspections, Safety Inspection, \$1,880.00; Eco Water, Bottled Water, \$126.80; Environmental Toxicity Control, Water Analysis, \$700.00; Ericsson Inc, Software/Hardware Maint, \$8,735.00; Express Communications, Settlement, \$9,123.65; Farmers Implement, Tractor/Loader, \$32,000.00; Fastenal, Supp, \$441.44; Fiber Comm Solutions, Supp, \$358.70; Fibercomm, Broadband Service, \$6,310.50; First Bank & Trust, Bond Pymt Series 1998, \$1,554,132.45; First Bank & Trust, Bond Pymt Series 1999, \$693,359.94; First Bank & Trust, Bond Pymt Series 2000, \$840,292.80; First Bank & Trust, Bond Pymt Series 2006, \$494,624.36; First Bank & Trust, Bond Pymt Series 2011, \$36,728.75; Fix It Shop Locksmith, Service Call, \$12.00; Foerster Supply, Supp, \$2,353.20; Foster, Bob, Travel, \$242.00; Freeman, Harvey, Travel, \$56.70; FRRPA, FRRPA Lease, \$12,957.00; G & R Controls, Equipment, \$1,770.23; Golden West Tech, Tech Support, \$4,840.91; Golden West Telecom, Tele Exp, \$40.77; Graybar Electric, Supp, \$273.04; Graybar Electric, Unreg Inv, \$35.15; Gridor Const, WWTP Upgrade, \$318,823.21; HD Supply Waterworks Ltd, Supp, \$3,761.50; Herr, Debra, Travel, \$49.80; Hibu Inc-West, Advertising, \$392.00; Hillyard, Repair/Supp, \$1,311.47; Hinricher, Scott, CDL License, \$48.00; Homestead Do It Center, Supp, \$169.64; Hometown Service, Repair/Supp, \$53.00; Hulscher, Jerry, Travel, \$750.20; Hydro-Klean, Manhole Rehabilitation, \$57,046.41; Independent Communication, Contract Fee, \$1,075.36; Innovative Systems, Software, \$5,000.00; Interstate Telecom Coop, Tele Exp, \$1,146.24; Jim Ross Plumbing, Repairs/Supp, \$208.00; Johme, Ashley, Travel, \$300.15; Karpen, Nick, Travel, \$239.20; KDLT TV, Contract Fee, \$2,116.40; KELO, Contract Fee, \$2,631.20; Kerry's Landscaping, Labor/Supp, \$511.25; Knettel, Trever, Travel, \$248.98; Kotelman, Lee, Conserve/Demand Incentive, \$50.00; Krier & Blain, Maint, \$1,744.54; L G Everist, Gravel, \$47.24; Laake, Aaron, Travel, \$30.48; Landscape Garden Centers, Repair/Supp, \$65.00; LECA, Settlement, \$4,996.00; Lewis Drug, Supp, \$60.36; Locators & Supplies, Repair/Supp, \$28.00; Lounsbury, Jeff, Travel, \$374.03; LSA, Subscription Renewal, \$889.00; M & T Fire & Safety, Supp, \$149.00; Martin's Inc, Diesel/Oil, \$659.99; Matheson Tri-Gas, Supp, \$188.78; McGrath North Mullin & Kratz, Legal Service, \$261.00; Mediacom, Broadband Service, \$97.45; Medinger, Amanda, Travel, \$50.60; Merchant Transact, Credit Card Processing, \$531.65; Metering & Tech Solutions, Supp, \$6,891.88; Mid South Telecom, Unreg Inv, \$388.06; Midamerican Energy, Utility Bill, \$602.42; Midcontinent, Broadband Service, \$355.00; Midcontinent, Contract Fee, \$236.10; Midwest Alarm-Sx City, Monitoring Service, \$66.00; Milbank Winwater Works, Supp, \$27,135.08; Millborn Seeds, Grass Seed/Fertilizer, \$125.00; Moss Adams LLP, Consulting Service, \$1,571.00; MVTL Labs, Wastewater Analysis, \$332.00; Napa Auto Parts, Supp, \$6.99; National Processing Co, Credit Card Processing Fee, \$5,363.83; Nielson, Brandi, Travel, \$23.00; North West Rec, Utility Bill, \$49.10; Northern Truck Equipment, Truck Body, \$16,814.25; Northwest Iowa Telephone, PCS Access, \$1,495.34; Northwestern Energy, Natural Gas, \$39.83; Nystrom Electric, Supp, \$558.78; Obeslo, Kayla, Travel, \$23.00; Office Elements, Maint/Supp, \$712.49; Ohm's Appliance, Supp, \$499.00; One Source-Background Check Co, Employee Verification, \$44.00; Otter Tail, Utility Bill, \$170.34; Patrick, Dan, Travel, \$22.43; Peterson, Brian, Travel, \$242.00; Power & Telephone Supply,

Supp, \$405.63; Prairie Graphics, Supp/Uniforms, \$232.50; Rainbow Play Systems, Equip Storage Fee, \$1,500.00; Raycap, Supp, \$13,167.39; Reed, Lyle, Travel, \$398.00; Resmen, Kaylene, Travel, \$26.80; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$280.80; Runnings, Supp, \$1,401.31; Schoon's Pump N' Pak, Gas, \$2,609.85; Schuneman Equipment, Equip Maint, \$4.25; SD Assn of Rural Water Systems, Membership Dues, \$1,100.00; SD Dept of Health Lab, Testing W-WW Samples, \$590.00; SD Municipal Electric, Membership Dues, \$18,704.00; SD Treasurer, Sales/Excise Tax, \$187,035.64; SDML Workers' Comp Fund, Workers Comp Insurance, \$100,411.00; SDN Communications, Supp, \$147.89; Servicemaster, Janitorial Service, \$260.00; Sioux Falls Tower & Communications, PCS Tower Work, \$1,113.06; Sioux Valley Energy, Dispatching Service, \$660.00; Sioux Valley Energy, Utility Bill, \$1,368.83; Sprint, Tele Exp, \$59.91; Sprint, PCS Phone Service, \$3,587.25; Sprint, PCS Service Fee, \$370,436.70; Sprint, PCS Inv, \$209,141.14; Stanwick, Kylie, Travel, \$144.90; Staples, Supp, \$210.31; State of Iowa-Treasurer, Sales Tax, \$5,110.00; Stoltenburg, Audie, Travel, \$413.78; Stuart C. Irby, Supp, \$637.17; Sturdevant Auto Supply, Supp, \$235.77; Swiftel Communications, Office Phone Bill, \$91,754.17; Swoboda, Rick, Travel, \$763.65; Syntron Material Handling, Supp, \$481.17; T & R Service, Supp, \$2,680.00; Tek Products, Supp, \$447.48; Auto Service Center, Repairs/Supp, \$840.24; UPS Store, Freight, \$195.84; Thomas Dean Delk, Tech Support, \$360.00; Tilly, Michelle, Conserve/Demand Incentive, \$225.44; Tires Tires, Vehicle Maint, \$15.00; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tott's Conoco, Gas, \$187.20; Tower Distribution, Contract Fee, \$285.21; Turfguard Lawn Service, Lawn Care, \$680.00; Union County Elec, Utility Bill, \$228.40; UPS, Freight, \$764.22; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$86,735.45; University Estates, Water Charge Reim, \$3,380.00; US Postmaster, Postage, \$7,144.64; USA Bluebook, Supp, \$351.23; Watertown Utilities, Utility Bill, \$267.46; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$244.40; Wesco, Supp, \$1,389.60; Winter Inc, Concrete/Supp, \$304.88; Wright, Richard, Travel, \$35.08; Xcel Energy/NSP, Utility Bill, \$1,263.84; Young Broadcasting, Employment Advertising, \$309.00; YRC Freight, Freight, \$196.68.

The following are Telephone/Utility Refunds:

Austreim Landscaping, \$796.83; Bemis, Ruby, \$20.94; Berger, Paricia, \$12.30; Bludorn, Kelan, \$83.38; Bossman, Stephanie, \$39.12; Camp, Bob, \$142.28; Chamber of Commerce, \$50.76; Clark, Bryan, \$67.51; Decker, Jon, \$48.48; Dobias, Jennifer, \$45.52; Egeberg, Barb, \$5.63; Greenfield, Tyler, \$122.61; Groethe, Rachel, \$25.89; Hitt, Arthur, \$115.58; Houtman, Gerald, \$51.39; Illg, Michael, \$96.67; Johnson, Leroy, \$49.29; King, Phyllis, \$25.97; Kirchner, Amanda, \$6.06; Kratovil, Corbin, \$28.64; Krogman, Dean, \$124.19; Lara, Jolene, \$98.53; Li, Li, \$31.05; Mallett, Jonathan, \$105.99; Nelson, Diane, \$35.10; Nielsen's Supply, \$25.51; Norman, Adam, \$12.74; Oines, Roger, \$38.19; Parsons, Richard, \$4.66; Pierce, Patricia, \$17.30; Roach, Al, \$2.16; Southland Court V, \$21.20; Suess, Taylor, \$80.05; Taco Johns, \$79.50; Thorstad Companies, \$800.00; Treiber, Jonathan, \$83.31.

#### PERSONNEL INFORMATION

Department Salaries (October): Electric, \$200,978.60; Water, \$96,069.43; Wastewater, \$85,014.54; Telephone, \$480,794.40;

Retirement, \$49,544.64; Social Security, \$61,547.66; Insurance, \$78,670.56; Deferred Comp, \$13,031.75;

Salary Changes: S. Abbott, \$11.87\*; T. Adams, \$15.82\*; C. Bauman, \$11.87\*; J. Becerra, \$12.66\*; S. Beckering, \$9.50\*; B. Bruns, \$12.66\*; C. Christenson, \$6,160.83; M. Daniels, \$15.82\*; D. DeGroot, \$10.09\*; C. Dhimal, \$10.68\*; C. Grimsley, \$3,578.30; D. Hanten, \$12.71; C. Ibengabriel, \$15.82\*; K. Johnson, \$4,729.69; K. Jonker, \$10.09\*; C. Kabris, \$11,780.41; R. Larson, \$15.82\*; M. Martian, \$13.45\*; E. Martinez, \$15.03\*; A. Medinger, \$22.26\*; N. Moeller, \$10.68\*; V. Munson, \$3,578.30; K. Obeslo, \$15.82\*; J. Olson, \$1,998.43\*; D. Patrick, \$15.82\*; R. Pesola, \$12.66\*; M. Raske, \$9.50\*; K. Resmen, \$9.50\*; D. Schulte, \$15.82\*; B. Shaull, \$15.82\*; M. Skiles, \$17.41\*; M. Slaughter, \$15.82\*; C. Strand, \$31.87; C. Stutelberg, \$10.09\*; R. Swoboda, \$6,652.45; M. Thompson, \$13,000.89; J. Thorson, \$11.87\*; R. Wright, \$15.82\*; K. Meyer, \$6,333.62; E. Witt, \$9,182.39; B. Barhite, \$5,212.83; M. Bullington, \$7,701.04; L. Julius, \$10,031.83; K. Krogman, \$4,469.78; P. Melby, \$10,126.78; S. Meyer, \$16,445.46; B. Peterson, \$4,966.42; R. Pickard, \$6,333.62; J. Siekmann, \$5,473.72; T. Telkamp, \$6,333.62; S. Thompson, \$12.40; D. Henderschiedt, \$7,701.04; T. Reuter, \$7,701.04;

New Hires: B. Norwick, \$11.28\*; H. Ochoa Rosales, \$9.50\*;

\*Plus commission.

#### QUARTERLY FINANCIAL REVIEW

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

#### APPROVAL OF 2016 BUDGET

Motion was made by Hansen that the following Resolution No. 28 -15 be approved.

#### RESOLUTION NO. 28 - 15

#### RESOLUTION APPROVING THE 2016 BUDGET

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Budget for the fiscal year 2016 be hereby adopted as presented this 9<sup>th</sup> day of November, 2015.

	2016 <u>Receipts</u>	2016 <u>Disbursements</u>
Electric Fund	\$28,117,325	\$29,533,623
Telephone Fund	\$32,133,285	\$38,539,234
Wastewater Fund	\$ 5,826,389	\$ 6,007,134
Water Fund	<u>\$ 5,108,252</u>	<u>\$ 5,894,551</u>
Total	\$71,185,251	\$79,974,542

Adopted this 9th day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, President

The motion was seconded by Carruthers. On roll call, all members present voted in favor of the motion.

ELECTRIC RATE REVIEW

Motion was made by Harvey that the following Resolution No. 29-15 be approved.

RESOLUTION NO. 29 – 15

RESOLUTION AMENDING ELECTRIC RATE SCHEDULE

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Electric Utility, Article IV, Rates and Charges, Sections 1-1, 1-2, 1-3, 1-4, 1-5, 1-6 and 4-12 be amended to read as follows:

Article IV  
Section 1  
Electric Service

Section 1-1. Residential Electrical Service.

Availability: Available to individual residential customers for all domestic uses. This includes service to apartment units. Service is subject to BMU established rules and regulations.

A family domestic dwelling in which four or less sleeping rooms are rented or available for rent is considered residential and the residential rate shall apply.

The foregoing rates shall apply to each customer for each residence or apartment supplied and each residence or apartment shall have a separate meter. The electric energy furnished at the foregoing rates may be used for lighting and household appliances, including electric motors used in connection therewith.

Type of Service

Single phase, 60 hertz, at available secondary voltages.

Monthly Billing Rate

Customer Charge	<del>\$14.25</del> <u>\$15.50</u> per month
Energy Charge	
Basic (October-June)	<del>\$0.0740</del> <u>\$0.0770</u> per Kwhr
*Summer (July-September)	<del>\$0.0870</del> <u>\$0.090</u> per Kwhr
Surcharge 2011 Bond Issue	\$0.002 per Kwhr
Plus Applicable Taxes	

Minimum Monthly Charge

The minimum monthly charge under the above rate shall be the Customer Charge.

\*The Summer Energy Charge applies to all electric usage on bills dated July, August and September.

Section 1-2 Commercial Electric Services.

SMALL COMMERCIAL

Availability: Available to non-residential customers not served under the Large Commercial rate for all general purposes, single phase or 3 phase. Service is subject to BMU established rules and regulations.

Monthly Billing Rate

Customer Charge	<del>\$24.00</del> <u>\$25.00</u> per month
Energy Charge	
Basic (October-June)	<del>\$0.0820</del> <u>\$0.0860</u> per Kwhr
*Summer (July-September)	<del>\$0.0940</del> <u>\$0.0980</u> per Kwhr
Surcharge 2011 Bond Issue	\$0.002 per Kwhr
Plus Applicable Taxes	

Minimum Monthly Charge

The minimum monthly charge under the above rate shall be the Customer Charge.

\*The Summer Energy Charge applies to all electric usage on bills dated July, August and September.

LARGE COMMERCIAL

Availability: Available to non-residential customers whose peak demand has exceeded 60 kW. Customers must remain in this class for a minimum of 12 months. A customer whose billing demand has dropped below 60 kW for 12 consecutive months may request to be moved to the Small Commercial class. The customer would then remain in the Small Commercial class unless they again exceed 60kW. *Any non-residential customer whose peak demand exceeds 25*

*kW may request to move to the Large Commercial class. Service is subject to BMU established rules and regulations.*

Monthly Billing Rate

Customer Charge	<del>\$105.00</del> <u>\$110.00</u> per month
Energy Charge	
All Kwhrs	<del>\$0.0340</del> <u>\$0.0350</u> per Kwhr
Surcharge 2011 Bond Issue	\$0.002 per Kwhr
Demand Charge	
Basic (October-June)	<del>\$12.30</del> <u>\$13.15</u> per KW
*Summer (July-September)	<del>\$18.00</del> <u>\$18.85</u> per KW
Plus Applicable Taxes	

The minimum bill for Large Commercial Customers shall be equal to 25% of the past 12 month's highest demand x ~~\$12.30~~ \$13.15 per KW. This minimum shall be charged only when the sum of the total energy charges and the total demand charges for the current month does not equal the calculated minimum.

The Utility shall charge the applicable commercial electric rate to trailer courts for their usage and BMU shall charge each trailer the current residential rate.

The Utility shall charge the applicable commercial electric rate to an apartment complex where the complex is served by one electric meter.

A family domestic dwelling in which more than four sleeping rooms are rented or available for rent, is considered non-domestic, and the applicable Commercial rate shall apply.

The power factor adjustment applies to any customer with a sole transformer capacity of 1000 KVA or greater and an average demand of 500 KW or more for the billing months of July, August and September of the previous year. Power factor adjustment will be effective May 1, 2015.

Billing Demand – The maximum fifteen (15) minute measured demand in the month.

Power Factor Adjustment – If the customer's power factor for the month (as determined by measurement) is less than 90% at the point of delivery, the demand will be increased by multiplying the metered demand by 90% and dividing by the average power factor expressed in percent as illustrated in the following formula:

$$\text{If PF} < 90\% \text{ then Adjusted Demand} = \frac{\text{Demand} \times 90\%}{\text{PF}}$$

Otherwise the Demand = Demand

\*The Summer Demand Charge applies to all electric usage on bills dated July, August and September.

Section 1-3. Industrial Electric Service.

Availability: Available to commercial and industrial customers for all power and lighting through one set of meters at a single delivery point. Service will be delivered at primary distribution voltages. Additional voltage transformers shall be supplied and maintained by the customer. Service is subject to BMU established rules and regulations.

Customer Charge	<del>\$135.00</del> <u>\$140.00</u> per month
Energy Charge	
All Kwhrs	<del>\$0.0330</del> <u>\$0.0340</u> per Kwhr
Surcharge 2011 Bond Issue	\$0.002 per Kwhr
Demand Charge	
Basic (October-June)	<del>\$11.90</del> <u>\$12.75</u> per KW
*Summer (July-September)	<del>\$17.60</del> <u>\$18.45</u> per KW
Plus Applicable Taxes	

The minimum bill for each Industrial Customer shall be equal to 50% of the past 12 months' highest demand x ~~\$11.90~~ \$12.75. This minimum shall be charged only when the sum of the total energy charges and total demand charges for the current month does not equal the calculated minimum.

Billing Demand -- The maximum fifteen (15) minute measured demand in the month.

Power Factor Adjustment – If the customer's power factor for the month (as determined by measurement) is less than 95% at the point of delivery, the demand will be increased by multiplying the metered demand by 95% and dividing by the average power factor expressed in percent as illustrated in the following formula:

$$\text{If PF} < 95\% \text{ then Adjusted Demand} = \frac{\text{Demand} \times 95\%}{\text{PF}}$$
$$\text{Otherwise the Demand} = \text{Demand}$$

\*The Summer Demand Charge applies to all electric usage on bills dated July, August and September.

Section 1-4. Time of Day Rate.

This rate is available to any customer with a load of 75 KW demand or greater who chooses to be on this rate. Under this rate, electrical consumption will be billed at a higher rate during peak hours and at a lower rate during off-peak hours. Peak hours are those hours of the day (Monday – Friday only) when the Utility load is above normal; off-peak hours are all remaining hours of the day (Sunday – Saturday) when the Utility load is below normal. For purposes of this rate, peak and off-peak hours shall be defined as follows:

Peak Hours – Winter (November 16 – March 15) 7:00 a.m. – 7:00 p.m. 12 hrs.

Off-Peak Hours – Winter (November 16 – March 15) 7:00 p.m. – 7:00 a.m. 12 hrs.

Peak Hours – Spring (March 16 – June 15) 10:00 a.m. – 6:00 p.m. 8 hrs.

Off-Peak Hours – Spring (March 16 – June 15) 6:00 p.m. – 10:00 a.m. 16 hrs.

Peak Hours - Summer (June 16 – September 15) 10:00 a.m. – 7:00 p.m. 9 hrs.

Off-Peak Hours – Summer (June 16 – September 15) 7:00 p.m. – 10:00 a.m. 15 hrs.

\* Peak Hours – Fall (September 16 – November 15) 10:00 a.m. – 6:00 p.m. – 8 hrs.

Off-Peak Hours – Fall (September 16 – November 15) 6:00 p.m. – 10:00 a.m. – 16 hrs.

\* During the Fall period, the off-peak hours shall begin at 5:00 p.m. on Friday.

The following rates shall be applicable to all electricity provided under the time of day rate.

Customer Charge: ~~\$135.00~~ \$140.00 per month.

<u>Energy Charge</u>	<u>Peak</u>	<u>Off Peak</u>
All KWH's	\$0.0500/Kwhr	\$0.0370/Kwhr
Surcharge 2011 Bond Issue	\$0.002 per Kwhr	\$0.002 per Kwhr
<u>Demand Charge</u>		
Basic (October-June)	<del>\$12.30</del> <u>\$13.15/KW</u>	<del>\$1.40</del> <u>\$1.45/KW</u>
**Summer (July-September)	<del>\$18.00</del> <u>\$18.85/KW</u>	<del>\$1.40</del> <u>\$1.45/KW</u>

\*\*The Summer Energy charge applies to all electric usage on bills dated July, August and September.

Availability: To any customer with a load of 75 KW or greater who chooses to be on this rate.

Conditions: The customer must sign an agreement stating that he will be on this rate for at least 12 months. Should the customer request to be removed from this rate prior to expiration of the 12-month period, the customer shall be back billed for all usage at the rate he normally would have been on. Back billing shall be retroactive for the number of months the customer was on time of day rate not to exceed 12 months. This provision shall be waived if ownership should change within the 12-month period, and the new owner shall have the option of staying on the time of day rate or going back to the regular rate.

#### Section 1-5. Interruptible Rate.

This rate is available to any customer with a load of 50 KW demand or greater who chooses to be on this rate. Under this rate, the customer must agree to have their electric service disconnected when the Utility's electric system is approaching or in danger of reaching a peak condition. The Utility will give 15-minute warning before disconnecting load. Fifteen minutes

after the warning, the Utility will automatically disconnect all customer load which is on the interruptible rate.

The following rates shall be applicable to all electricity provided under the interruptible rate:

Customer Charge: ~~\$135.00~~ \$140.00 per month.

Energy Charge:

All Kwhrs ~~\$.0360~~ \$.0370/Kwhr  
Surcharge 2011 Bond Issue \$0.002 per Kwhr

Demand Charge

KW ~~\$5.50~~ \$6.20/KW

Availability: To any customer with a load of 50 KW or greater who chooses to be on this rate.

Load Factor Adjustment: If the customer's load factor for the month (as determined by measurement) is less than 55%, the billing rate will be increased by multiplying the energy and demand rates by 55% and dividing by the average monthly load factor expressed in percent as illustrated in the following formula.

$$\text{If LF} < 55\% \text{ then Adjusted Energy \& Demand Billing Rate} = \frac{\text{Billing Rate} \times 55\%}{\text{LF}}$$

Notwithstanding the above the maximum applicable energy rate shall be ~~\$.084~~ \$.088/KWH and demand rate shall be ~~\$18.00~~ \$18.85/KW.

Otherwise the Billing Rate = Billing Rate.

Conditions: The customer must sign an agreement stating that he will be on this rate for at least 12 months. Should the customer request to be removed from this rate prior to expiration of the 12-month period, the customer shall be back billed for all usage at the rate he normally would have been on. Back billing shall be retroactive for the number of months the customer was on interruptible rate not to exceed 12 months. This provision shall be waived if ownership should change within the 12-month period, and the new owner shall have the option of staying on the interruptible rate or going back to the regular rate.

Section 1-6. Street Lights.

The following rate shall be charged for all electricity provided under the street light rate:

All Kwhrs \$0.0250/Kwhr  
Surcharge 2011 Bond Issue \$0.002 per Kwhr  
Customer Charge ~~\$8.60~~ \$9.10/Light  
Demand \$8.30/KW

Applicable: Available to the City of Brookings for street light use.

Section 4-12. Security Light Rental.

Any person desiring the installation of a security light may apply at the Utilities Office and shall state on such application the location of the light and the wattage desired.

The light shall be installed on an existing pole or structure and connected to the utility lines without metering. If the pole or structure does not meet requirements of the area to be lighted, the necessary material will be furnished by the city and charges for labor and material will be made upon completion of installation. If the light is requested to be removed in less than two years, a \$60.00 service fee will be applied.

Wattages Available and charges therefore shall be as follows:

1. 70 Watt Light - ~~\$5.20~~ \$5.45 per month
2. 175 Watt Light - ~~\$7.25~~ \$7.55 per month
3. 250 Watt Light - ~~\$9.60~~ \$10.00 per month
4. 400 Watt Light - ~~\$12.65~~ \$13.20 per month

The light will remain the property of the Utility and be maintained by the Utility at no cost to the customer.

BE IT FURTHER RESOLVED by the Brookings Municipal Utilities Board that these rate changes become effective with the January 2016 billing.

Adopted this 9<sup>th</sup> day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, President

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

WATER RATE REVIEW

Motion was made by Hansen that the following Resolution No. 30-15 be approved.

RESOLUTION NO. 30 – 15

RESOLUTION AMENDING WATER RATE SCHEDULE

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Water Utility, Article IV, Rates and Charges, Section 3-2 and 3-3 be amended to read as follows:

WATER SYSTEM

Section 3-2. Residential Water Rates.

A residential premise shall be defined as a family domestic dwelling with a separate water meter in which four or fewer sleeping rooms are rented or available for rent.

The owner or occupant of each residential premise to which water is supplied by the City of Brookings shall pay service charge per meter dependent upon the size of meter as set forth below.

Service Charges:

<u>Meter Size</u>	<u>Monthly Service Charges</u>	
5/8, 3/4" or 1"	<del>\$15.90</del>	<u>\$16.40</u>
1 1/4" or 1 1/2"	<del>\$50.25</del>	<u>\$51.75</u>
2"	<del>\$74.50</del>	<u>\$76.75</u>

Service charges for all meters larger than 2" shall be made according to the Commercial Service Charge Schedule. Service charges will be determined at the time application is made.

Usage Charge:

The following rates shall be applicable to all water provided during the monthly billing period:

All Cubic Feet                      ~~\$2.435~~ \$2.507 per 100 cu. ft.

The following additional conditions shall be applicable to all water provided during the billing periods ending in July, August and September:

Each customer will be assigned a Summer Peak Usage Adjustment Level (SPUAL). The SPUAL will be set at an amount equal to 300% of the greater of the Winter Residential City Monthly Average (WRCMA) or the average of the customer's most recent usage for the billing cycles ending in December, January, February and March at the customer's current residence. The WRCMA will be calculated each year (rounded up to the nearest tenth) after the billing cycle ending in March. Usage data from the most recent previous three year's billing cycles ending in December, January, February and March will be used in the calculation (12 bills in all).

Any customer who does not have water usage history with the utility at the premises at which he or she has requested service shall be assigned the WRCMA for purposes of computing their SPUAL.

All water consumed above the assigned SPUAL on bills dated July, August and September will be provided at the rate of two times the published rate per 100 cu. ft. of water.

Irrigation water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.15. The service charge shall be \$7.00 per billing cycle for billing cycles ending November through April for irrigation meters left in place during these billing periods.

A \$50.00 fee shall be applied to all reinstalled irrigation meters.

Rural water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

Rural water rates for customers connected to the Aurora distribution line are determined by multiplying the applicable consumption rate and service charge by a factor of 1.25.

### Section 3-3. Commercial Water Rates.

A non-residential premise shall be defined as any premise other than that defined in Section 3-2 as a "residential premise".

The owner or occupant of each non-residential premise to which water is supplied by the City of Brookings shall pay a service charge per meter dependent upon the size of meter as set forth below.

#### Service Charges:

<u>Meter Size</u>	<u>Monthly Service Charges</u>	
5/8", 3/4" or 1"	<del>\$ 15.90</del>	<u>\$ 16.40</u>
1 1/4" or 1 1/2"	<del>\$ 50.25</del>	<u>\$ 51.75</u>
2"	<del>\$ 74.50</del>	<u>\$ 76.75</u>
3"	<del>\$144.75</del>	<u>\$149.00</u>
4"	<del>\$221.50</del>	<u>\$228.00</u>
6"	<del>\$432.00</del>	<u>\$445.00</u>
8"	<del>\$734.40</del>	<u>\$755.00</u>
10"	<del>\$1,050.00</del>	<u>\$1,080.00</u>

Service charges will be determined at the time application is made.

#### Usage Charge:

The following rates shall be applicable to all water provided during the monthly billing period:

All Cubic Feet            ~~\$2.435~~ \$2.507 per 100 cu. ft.

The following additional conditions shall be applicable to all water provided during the billing periods ending in July, August and September:

Each customer will be assigned a Summer Peak Usage Adjustment Level (SPUAL). The SPUAL will be set at an amount equal to 300% of the greater of the Winter City Monthly Average (WCMA) or the average of the customer's most recent usage for the billing cycles ending in December, January, February and March at the customer's current premise. The WCMA will be calculated each year (rounded up to the nearest tenth) after the billing cycle ending in March. Usage data from the most recent previous three year's billing cycles ending in December, January, February and March will be used in the calculations (12 bills in all).

Any customer who does not have water usage history with the utility at the premises at which he or she has requested service shall not be assigned a SPUAL until after they have established a three month billing history.

All water consumed above the assigned SPUAL on bills dated July, August and September will be provided at the rate of two times the published rate per 100 cu. ft. of water.

Irrigation water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.15. The service charge shall be \$7.00 per billing cycle for billing cycles ending November through April for irrigation meters left in place during these billing periods.

A \$50.00 fee shall be applied to all reinstalled irrigation meters.

Rural water rates are determined by multiplying the applicable consumption rate and service charge by a factor of 1.10.

Rural water rates for customers connected to the Aurora distribution line are determined by multiplying the applicable consumption rate and service charge by a factor of 1.25.

BE IT FURTHER RESOLVED by the Brookings Municipal Utilities Board that these rate changes become effective with the January 2016 billing.

Adopted this 9<sup>th</sup> day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, President

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

WASTEWATER RATE REVIEW

Motion was made by Harvey that the following Resolution No. 31-15 be approved.

RESOLUTION NO. 31 – 15

RESOLUTION AMENDING WASTEWATER RATE SCHEDULE

BE IT RESOLVED by the Brookings Municipal Utilities Board that the Utilities Board Rules and Regulations governing the Wastewater Utility, Article IV, Rates and Charges, Section 2-2, 2-3 and 2-5 be amended to read as follows:

Section 2

Wastewater

Section 2-2. Wastewater -- Residential.

Wastewater will be computed at the rate of 100 cubic feet of water used in the billing cycles ending in December, January, February and March plus a customer charge based on the schedule below. The average monthly bill of these four billing cycles will determine the monthly wastewater charge for the following eight cycles.

Monthly Billing Rate

Customer Charge	<del>\$12.35</del> \$13.28 per month
Usage per 100 cu.ft. of water used charge	<del>\$1.303</del> \$1.568/100 cu.ft.
Surcharge 2012 Bond Issue	\$2.213/100 cu.ft. water used

Section 2-3. Wastewater – Commercial/Industrial.

Wastewater will be computed by one of the following two methods, at the Utilities option: 1) at the rate of 100 cubic feet of water used, plus a customer charge based on the schedule below for each month of the year, or 2) based on metered wastewater flow at the rate of 100 cubic feet of wastewater, plus a customer charge based on the schedule below for each month of the year

Monthly Billing Rate

Customer Charge	\$ <del>12.35</del> <u>\$13.28</u> per month
Usage per 100 cu.ft. of water used / or wastewater flow	<del>\$1.303</del> / <u>\$1.568</u> /100 cu.ft.
Surcharge 2012 Bond Issue	\$2.213/100 cu.ft. water used

Section 2-5. BOD/TSS/TKN Surcharge Fee

The surcharge fee shall be ~~\$.33~~ \$.36 per pound of BOD and TSS. The surcharge for TKN shall be ~~\$0.66~~ \$1.08 per pound.

BE IT FURTHER RESOLVED by the Brookings Municipal Utilities Board that these rate changes become effective with the January 2016 billing.

Adopted this 9<sup>th</sup> day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, President

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

TRANSFER OF SURPLUS FUNDS

Motion was made by Hansen that the following Resolution No. 32-15 be approved.

RESOLUTION NO. 32 - 15

RESOLUTION AMENDING RESOLUTION NO. 35-14  
PROVIDING FOR TRANSFER OF UTILITY SURPLUS FUNDS  
TO THE CITY GENERAL FUND

WHEREAS the Brookings Municipal Utilities passed Resolution No. 35-14 providing the transfer of Utility surplus funds to the City General Fund beginning January 1, 2015; and

WHEREAS it is the intent of the Brookings Municipal Utilities to change the above transfer levels of surplus funds, to the General Fund and an additional transfer to the General Fund for the purpose of funding General Fund initiatives to improve regional economic development.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that Resolution No. 35-14 be amended to provide that, beginning January 1, 2016,

transfers be made to the City General Fund from the Telephone and Electric Funds in amounts as established by the following:

**Electric Fund**

Total Annual Transfer of \$1,980,000 to the City General Fund  
and  
Additional \$25,000 transfer to the City General Fund

**Telephone Fund**

Total Annual Transfer of \$175,000 to the City General Fund  
and  
Additional \$25,000 transfer to the City General Fund

Adopted this 9<sup>th</sup> day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, Vice President

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

HEALTH INSURANCE CONTRIBUTION RATE REVIEW

Motion was made by Harvey that the following Resolution No. 33-15 be approved.

RESOLUTION NO. 33 - 15

RESOLUTION AUTHORIZING HEALTH INSURANCE  
CONTRIBUTION RATES

WHEREAS Resolution No. 37-96 established a self funded program for the provision of health insurance; and

WHEREAS the Brookings Municipal Utilities Board intends to establish the levels of employee and employer contributions to fund the program.

NOW, THEREFORE, BE IT RESOLVED that the 2016 employee and employer monthly contributions to the self funded health insurance program be established as follows:

	Employer's Share (75%)	Employee's Share (25%)	Total
Single	\$325.55	\$108.52	\$434.07
Employee/Minor Dependents	\$569.53	\$189.84	\$759.37
Employee/Spouse	\$689.36	\$229.79	\$919.15
Family	\$880.52	\$293.51	\$1,174.03

Adopted this 9th day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, President

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

SURPLUS EQUIPMENT – VEHICLES

Motion was made by Hansen that the following Resolution No. 34-15 be approved.

RESOLUTION NO. 34 - 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:

- 1999 GMC Bucket Truck (SN#5015)  
VIN #1GDP7H1B4XJ505015
- 1998 Ford Crane (SN#4149)  
VIN #1FDPF70J6WVA14149
- 1987 Case 1394 Track (SN#11507993)

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 9<sup>th</sup> day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, Vice President

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

SURPLUS TELEPHONE EQUIPMENT

Motion was made by Hansen that the following Resolution No. 35-15 be approved.

RESOLUTION NO. 35 - 15

RESOLUTION ORDERING DISPOSITION OF SURPLUS  
TELEPHONE 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.

REGULATED	QTY
UPS for 711 Residential ONT 100-00695	16
ONT-711 Residential 100-00934	3
711 GX ONT Module #100-01476	19
UNREGULATED	
Entone Amulet D1 500 GB DVR	1
Entone Hydra 250 GB DVR	7
Entone Hydra 500 GB DVR	79
Entone Amulet FR1 WO HPNA - No DVR	1
Entone Hydra 160 GB	10
Comtrend Switch #ES7208	2
Zyxel HPNA Bridge #HLA3105	39

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 9<sup>th</sup> day of November, 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 RECOAT EXTERIOR OF 3.0 MG GROUND RESERVOIR PROJECT

Motion was made by Carruthers that the following Resolution No. 36-15 be approved.

RESOLUTION NO. 36 - 15

RESOLUTION APPROVING WORK AND AUTHORIZING  
FINAL PAYMENT FOR THE  
3.0 MG GROUND RESERVOIR EXTERIOR RECOATING PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$64,750.00 to Berendse & Sons hereby be approved for the 3.0 MG Ground Reservoir Exterior Recoating Project at the East Water Plant.

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

Adopted this 9<sup>th</sup> day of November, 2015.

ATTEST:

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

\_\_\_\_\_  
Dave Peterson, President

The motion was seconded by Harvey. 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 Wednesday, November 4, 2015, and presented at this time for consideration and action.

TOWER CONTROL EQUIPMENT – PHASE I – WATER DEPARTMENT

Larson Data

\$73,591.79

Motion was made by Harvey, seconded by Carruthers to approve the bid of Larson Data in the amount of \$73,591.79 for the Tower Control 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.

#### AUTHORIZATION TO SUBMIT BIDS

#### FIBER ACCESS EQUIPMENT

Motion was made by Hansen, seconded by Carruthers that authorization be given to advertise for bids for Fiber Access Equipment. All members present voted in favor of the motion.

#### EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Hansen to adjourn to an executive session for the purpose of discussing competitive service offerings and review communication from legal counsel about 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