

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 8, 2016, at the Utility Building with the following members present: Hansen, Harvey, Pitts and President Peterson. Absent: Carruthers

MINUTES

Minutes of the regular meeting held July 11, 2016 and the special meetings held July 25, 2016 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supplies, \$11.40; A & B Finishing & Repair, Labor/Supp, \$96.72; A & B Service Garage, Repairs/Supp, \$1,063.37; A T & T, Telco Settlement, \$989.19; AgFirst, Supp, \$3.75; A-I Computers Solutions, Supp, \$199.95; Airway Tech, Tower Electronics, \$18,661.00; Allegra, Printed Supplies, \$3,382.82; Alliance Comm, PCS Access, \$17.08; Alpha Media, Advertising, \$1,300.00; Anixter, Cabinets, \$1,200.00; Authorize.Net, Credit Card Processing Fee, \$130.83; B & T Engineering, Structural Analysis, \$600.00; Badger Communications, Unreg Inventory, \$10,350.40; Barhite, Brooke, Travel, \$38.88; Bendix, Copier Maint, \$3,889.86; Bluefin Pymt Systems, Credit Card Processing Fee, \$6,434.09; Bobcat of Brookings, Skid Loader Rental, \$864.25; Border States Elec, Supp, \$3,225.99; Border States Elec, Unreg Inventory, \$14,197.38; Borns Group, Postage, \$8,436.56; Bowes Construction, Gravel, \$759.41; Bozied Gas Stop, Gas, \$2,906.68; Bridle Estates, Sewer Charge Reim, \$1,940.00; Brookings Auto Mall, Vehicle Maint, \$922.47; Brookings Credit Bureau, Delinq. Acct Collection, \$171.02; Brookings Utilities, Office Utility Bill, \$60,719.87; Brookings Utilities, Petty Cash, \$30.00; Brookings Radio, Advertising, \$2,139.00; Brookings Register, Advertising/Legals, \$1,178.15; Bruns, Brooke, Travel, \$5.40; BSG Clearing Solutions, Telco Settlement, \$115.96; Butler Machinery, Maint/Supp, \$1,570.19; Calix, Supp, \$2,249.28; Careerbuilder, Employment Advertising, \$419.00; Carquest, Equip Maint, \$37.23; Cenex Fleet Card, Gas, \$303.97; Central Business, Supp, \$1,408.09; Century Link, Tele Exp, \$1,959.97; Century Link, Telco Settlement, \$272.24; City of Brookings, Contract Fee, \$6,350.72; City of Sx City Iowa, Fire Permit, \$20.00; City of Vermillion, Utility Bill, \$481.64; Climate Systems, Heat/Cooling Maint, \$396.01; CommScope Tech, Antenna, \$2,040.00; Corbett, Roxanne, Conserve/Demand Incentive, \$425.00; Courtesy Plbg & Htg, Repair/Supplies, \$39.80; Credit Collections Bureau, Delinq. Acct

Collection, \$569.43; Crescent Electric, Supp, \$527.86; Crown Castle, Tower Inspection, \$2,500.00; CSSA, Unreg Inv, \$431.48; Culligan of Brookings, Bottled Water, \$46.25; Culligan of Watertown, Bottled Water, \$25.50; Dakota Service, Supp, \$588.28; Dakota Supply Group, Supp, \$1,608.23; Dakota Supply Group, Unreg Inv, \$775.00; DAQ Electronics, Station Equip, \$4,669.50; Dave's Window Cleaning, Window Service, \$58.00; DeBeer Small Engine Repair, Equip Maint, \$5.12; DePauw, Sean, Travel, \$473.94; Dept of the Treasury, Fed Tax, \$5,608.02; DHE, LLC, Maint Fee, \$1,139.22; Ditch Witch of SD, Maint/Supp, \$1,502.93; Eagle Eye Power Solutions, Battery Tester, \$5,864.00; Eco Water, Bottled Water, \$86.15; Einspahr Auto Plaza, Vehicle Maint, \$21.00; Express Services, Temp Help, \$509.58; Fastenal, Supp, \$14.90; Fed Ex, Freight, \$365.73; First Bank & Trust, Bond Pymt Series 2011, \$36,170.63; Foerster Supply, Supp, \$1,239.25; Fox Sports Net North, Contract Fee, \$6,104.08; G & R Controls, Equip/Maint, \$802.30; George's Pizza, Employee Recognition, \$124.09; Golden West Tech, Tech Support, \$6,006.17; Golden West Telecom, Tele Exp, \$41.46; Goldfield Telecom, Supp, \$4,202.09; GP Auto, Repairs, \$165.85; Grainger, Supp, \$55.44; Graybar Electric, Supp, \$436.79; Hach Chemical, Supp, \$595.25; Hampton Inn & Suites, Lodging, \$197.14; Hawkins Inc, Chemicals, \$2,143.50; HD Supply Waterworks Ltd, Supp, \$4,294.22; HDR Inc, Engineering Service, \$1,386.37; Herc-U-Lift, Equip Rental, \$850.00; Homestead Do It Center, Supp, \$1,491.97; Hometown Service, Repair/Supp, \$118.97; Huskie Tools, Repairs, \$816.72; Hy-Vee, Supp, \$353.53; Iheartmedia, Advertising, \$1,578.00; Imagination Branding, Supp, \$1,178.82; Independent Communication, Contract Fee, \$1,100.05; Interstate Telecom Coop, Tele Exp, \$1,693.94; Interstate TRS Fund Admin, Teleco Relay Service, \$11,057.82; Iowa Colocation Center, Utility Bill, \$80.81; Jans Corp, Storage Rent, \$1,500.00; Jensen, Tyler, Travel, \$266.76; Johme, Ashley, Travel, \$117.36; Karl's TV & Appliance, Supp, \$379.99; Karpen, Nick, Travel, \$170.64; KDLT TV, Contract Fee, \$2,525.63; KELO, Contract Fee, \$2,918.50; Kleinemas, Jason, Travel, \$91.80; Knettel, Trever, Travel, \$246.24; Kohles, Erin, Travel, \$160.56; KXLG-FM, Advertising, \$2,500.00; L G Everist, Gravel, \$499.91; Larson, Pam, Conserve/Demand Incentive, \$51.00; LECA, Telco Settlement, \$3,809.00; Lewis Drug, Supp, \$47.52; Mack, Scott, Lodging, \$148.06; Mailway Printers, Advertising, \$674.00; Martin's Inc, Diesel/Oil, \$1,172.40; Mediacom, Broadband Service, \$89.95; Medinger, Amanda, Travel, \$52.38; Menards-Sx City, Supp, \$59.46; Menards-Sx Falls East, Supp, \$25.51; Menards-Sx Falls West, Supp, \$177.35; Merchant Transact, Credit Card Processing Fee, \$711.76; Metering & Technology Solutions, Meter, \$2,353.75; Metering & Technology Solutions, Supp, \$862.02; Midamerican Energy, Utility Bill, \$1,087.24; Midcontinent, Contract Fee, \$275.10; Midwest Alarm, Monitoring Service, \$66.00; Midwest Communications, Advertising, \$2,060.00; Millborn Seeds, Grass Seed/Fertilizer, \$62.50; Minnesota Dept of Labor & Industry, Inspection Fee, \$70.00; Moe, Kevin, Conserve/Demand Incentive, \$425.00; Moorhead, Rebecca, Travel, \$70.90; Mr V's Prof Body Shop, Vehicle Maint, \$50.00; MVTL Labs, Wastewater Analysis, \$1,160.00; My Cable Mart LLC, Supp, \$39.38; Nagel, Alex, Travel, \$153.00; National Processing Co, Credit Card Processing Fee, \$4,618.17; Nelson, Brian K, Travel, \$30.60; North West Rec, Utility Bill, \$39.70; Northwestern Energy, Natural Gas, \$10.00; Obeslo, Kayla, Travel, \$4.32; Office Elements, Maint/Supp, \$294.91; Olson, Justin, Travel, \$179.82; Outlaw Graphics, Supp, \$120.00; P & K Pest Control, Pest Control, \$89.00; Perry Electric, Repairs/Supp, \$100.00; Pete Lien & Sons, Chemicals, \$8,112.94; Peterson A/C & Heating, Repairs/Supp, \$2,988.00; Powell Broadcasting, Advertising, \$2,000.00; Prussman Contracting, Crane Rental, \$424.58; Prussman Contracting, Crushed Gravel, \$1,275.00; Reed, Jeff, Travel, \$168.30; Reed, Kurt, Travel, \$244.80; Reihe, Tara, Travel, \$9.72; Resco, Street Light Foundations, \$14,767.20; Resmen,

Kaylene, Travel, \$16.20; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$1,008.00; Runnings, Supp, \$3,352.56; Schuneman Equipment, Equip Maint, \$30.64; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$530.00; SD Dept of Revenue, License & Titles, \$10.00; SD Treasurer, Sales/Excise Tax, \$80,881.56; SDN Communications, Hard Drives/Licenses, \$1,946.00; SDN Communications, Transceiver, \$318.33; SDSU Dept of Finance & Budget Cashier's, Training, \$1,051.15; SHI International, Subscription, \$1,592.32; Sx Falls Shopping News, Advertising, \$50.20; Sx Valley Energy, Utility Bill, \$1,069.53; Sx Valley Environmental, Chemicals, \$15,766.20; SD Newspaper Assoc, Employment Advertising, \$412.44; Sprint, Tele Exp, \$32.55; Sprint, PCS Phone Service, \$3,173.24; Sprint, PCS Inventory, \$5,730.43; Sprint, Software, \$225.00; Sprint PCS-Sx Falls, PCS Accessories, \$2,496.12; Stanwick, Kylie, Travel, \$123.12; State of Iowa-Treasurer, Sales Tax, \$4,935.00; Stein's Inc, Supp, \$1,462.52; Stoltenburg, Audie, Travel, \$312.30; Stuart C. Irby, Supp, \$2,990.00; Sturdevant Auto, Supp, \$338.04; Superior Heating & A/C, Repairs, \$249.04; Swiden Distributing, Unreg Inventory, \$104.42; Swiftel Communications, Office Phone Bill, \$103,390.85; Tessco, Employee Training, \$50.00; UPS Store, Freight, \$94.29; Timmons Construction, Labor/Material, \$2,750.00; Tires Tires Tires, Vehicle Maint, \$25.00; Top Notch Cleaning, Janitorial Service, \$1,845.00; Tott's Conoco, Leaf Springs, \$300.00; Tott's Conoco, Gas, \$403.30; Tower Distribution, Contract Fee, \$289.59; Town & Country Shopper, Advertising, \$112.00; Townsquare Media-Sx Falls, Advertising, \$2,877.20; Turfguard, Lawn Care, \$6,025.00; Union County Elec, Utility Bill, \$255.00; UPS, Freight, \$930.02; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$56,309.40; University Estates, Water Charge Reim, \$3,510.00; VanderWal, Todd, CDL License, \$33.00; Vermillion Area Chamber of Commerce, Membership Dues, \$62.50; Walker & Associates, Supp, \$1,522.44; Walker & Associates, Unreg Inv, \$944.00; Walsh, Debra, Travel, \$129.24; Watertown Utilities, Utility Bill, \$374.00; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$262.50; Wesco, Supp, \$7,158.52; Wesco, Transformer Box Pads, \$3,840.00; Wiltech, Fiber Optic Splicing, \$757.65; Window Pros, Window Service, \$10.00; Wright, Richard, Travel, \$22.68; WW Tire, Equip Maint, \$77.46; Xcel Energy/NSP, Utility Bill, \$1,055.22; Young Broadcasting of SF, Employment Advertising, \$309.00.

The following are Telephone/Utility Refunds:

Bailey III, Harold, \$128.07; Biddle, Kelly, \$23.27; Binothman, Anmar, \$46.03; Carter, Eric, \$40.61; City of Mitchell, \$97.29; Collins, Joey, \$215.42; Craddock, Beverly, \$14.50; Ellwanger, Kendra, \$24.03; Emmett, Josh, \$53.25; First Lutheran Church of Volga, \$20.00; Fox, Erika, \$11.74; Frederick, Lynn, \$5.11; Gilbert, Sabra, \$3.00; Haaseth Rentals, \$2.40; Hagberg, Carrie, \$46.43; Hansen, Jennifer, \$237.59; Hieb, Alex, \$53.71; Hofmeister, Shawn, \$183.41; Huber, Luverne, \$28.34; Jantzer, Jacob, \$23.84; Johnson, Kelsey, \$6.65; Jones, Lexy, \$99.65; Junod, Anne, \$20.93; Kasson, Mildred, \$4.84; Kind Homes, \$101.05; Kressock, Lauren, \$4.09; Leins, Kaitlyn, \$38.39; Loban, Ronald, \$31.15; Lutter, Toby, \$170.00; Mielke, Rachael, \$27.90; Nelson, Trevor, \$52.44; Ohrtman, Joshua, \$30.44; Patzel, Austin, \$56.80; Quale, Cassi, \$255.58; Ramlo, Shirley, \$58.60; Reiser, Robert, \$47.92; Ritzer, Teresa, \$33.93; Ritzer, Teresa, \$50.17; Roland, Curt, \$17.07; Ruml, Stefanie, \$192.36; Rushton, Paul, \$160.00; Schafer, Bryce, \$52.44; SD Board of Regents, \$51.43; Sexton, Peter, \$23.47; Sokolowski, Janet, \$46.48; Straub, Tina, \$2.14; Sudenga, Nate, \$3.00; Syrstad Oil, \$140.36; Thompson, Evelyn, \$10.84; Thompson, Gregory, \$48.78; Trachte, Tiffany, \$71.65; Wicks, Molly, \$109.02; Wilber, Art, \$90.07; Wohlleber, Kaitlin, \$6.98; Young, Jason, \$196.26.

PERSONNEL INFORMATION

Department Salaries (July): Electric, \$215,433.98; Water, \$92,515.56; Wastewater, \$79,501.21; Telephone, \$476,956.71;

Retirement, \$46,757.33; Social Security, \$62,935.25; Insurance, \$84,784.75; Deferred Comp, \$12,817.09;

Salary Changes: C. Anderson, \$14.47; H. Beynon, \$19.70; J. Borns, \$31.42; K. Briggs, \$37.90; B. Bruns, \$14.24*; R. Christensen, \$36.08; T. Dahmen, \$36.08; B. Drexler, \$37.90; J. Ekern, \$31.42; D. Finn, \$24.66; H. Freeman, \$34.39; D. Hanten, \$27.51; T. Heldt, \$19.70; J. Horst, \$34.39; J. Hulscher, \$34.39; K. Jensen, \$25.19; A. Johme, \$20.34; S. Kindt, \$31.42; J. Kleinemas, \$34.39; J. Kriese, \$32.66; D. Kruse, \$32.66; J. Larson, \$28.52; J. Lenander, \$16.73; J. Lounsbery, \$31.42; T. McLaughlin, \$21.70; M. Menken, \$31.42; B. Nelson, \$31.42; J. Owen, \$19.29; R. Pesola, \$14.24*; M. Platzeck, \$34.39; J. Reed, \$31.42; S. Rients, \$28.52; C. Strand, \$34.39; L. Swenson, \$28.52; J. Tilden, \$20.34; J. Brule, \$12.31; J. Kor., \$12.31; K. Resmen, \$12.55; B. Rolf, \$12.31;

J. Hanson, \$28.52; K. Harvey, \$27.18; T. Hohn, \$25.90; K. Hougland, \$27.18; J. Jensen, \$20.72; M. Kuechenmeister, \$32.66; D. Loban, \$25.90; R. Meyer, \$27.18; S. Minor, \$32.66; L. Mutchler, \$28.52; T. Naatjes, \$32.66; M. Page, \$25.90; B. Peterson, \$25.90; M. Prussman, \$27.18; G. Telkamp, \$25.90; N. Vandersnick, \$27.18; M. Volkers, \$27.18; R. Wendland, \$27.18; R. Behlings, \$11.73; T. Delaney, \$15.54; D. Felton, \$19.42; R. Kruse, \$20.39; D. Nemitz, \$15.26; D. Rauscher, \$19.42; R. Roth, \$23.31; D. Rusten, \$13.80; J. Weverka, \$19.42;

J. Axtell, \$29.15; L. Bebensee, \$23.99; C. Bohlen, \$26.45; T. Bruna, \$19.70; T. Charging, \$20.66; J. Christenson, \$22.40; W. Clark, \$29.15; D. Duff, \$19.70; K. Ekern, \$22.83; K. Gerdes, \$19.70; M. Jorgensen, \$18.81; S. McKeown, \$23.28; J. McKibben, \$19.70; J. Meusbarger, \$29.39; T. Mumby, \$17.84; A. Nielsen, \$20.66; J. Nielsen, \$17.84; H. Olson, \$17.99; T. Roach, \$20.66; L. Sebring, \$22.83; A. Skyberg, \$26.45; D. Steege, \$32.66; S. Stulken, \$17.84; S. Thelen, \$15.76; R. Volkers, \$19.70; D. Wakeman, \$32.66; B. Goodfellow, \$10.70; T. Hietpas, \$12.71; E. Jensen, \$9.13; S. Thompson, \$13.38;

N. Axtell, \$34.39; C. Carpenter, \$28.52; M. Collins, \$34.39; W. Conn, \$24.66; L. Dickey, \$34.39; A. Egeberg, \$24.66; D. Eidsness, \$34.39; R. Foster, \$34.39; C. Haakinson, \$29.68; T. Haaseth, \$38.66; B. Halvorson, \$24.66; S. Hinricher, \$20.96; I. Kruse, \$22.87; D. Mahanke, \$38.66; N. Maher, \$22.40; J. Millard, \$28.30; C. Nutter, \$34.39; B. Pedersen, \$31.42; L. Reed, \$36.08; T. Swanson, \$34.39; R. Thompson, \$31.42; T. VanderWal, \$36.08; S. VanDuyn, \$20.34; V. Voegeli, \$22.87; J. Volkers, \$34.39; M. Vrchota, \$22.87; R. White, \$34.39; S. Anderson, \$30.94; R. Perry, \$25.78; C. Stainbrook, \$30.94;

New Employees: J. Nutter, \$14.78.

*Plus commission.

EXECUTIVE SESSION

Motion was made by Pitts, seconded by Harvey to adjourn to executive session for the purpose of consulting with legal counsel and review communications from legal counsel about proposed or pending litigation or contractual matters and discuss marketing or pricing strategies. All members present voted in favor of the motion.

The Board reconvened in open session.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of second quarter 2016.

REVIEW OF 2017 CAPITAL IMPROVEMENT PROGRAM

Steve Meyer and Laura Julius presented the proposed 2017 Capital Improvement Program for all funds.

AUTHORITY TO NEGOTIATE AND EXECUTE CONTRACT FOR COMPLETION OF WATER PROJECT FACILITY STUDY

Motion was made by Harvey, seconded by Pitts to authorize the staff to negotiate and execute a contract after evaluating proposals from several qualified engineering firms to conduct a Water Project Facility Study. All members present voted in favor of the motion.

LETTER AGREEMENT WITH WAPA AMENDING CONTRACT NO. 15-URPR-167

Motion was made by Pitts, seconded by to approve a Letter Agreement with Western Area Power Administration Amending Contract No. 15-URPR-167. All members present voted in favor of the motion.

BIDS

AUTHORIZATION TO SUBMIT BIDS

CIRCUIT SWITCHER – ELECTRIC DEPARTMENT

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

EXECUTIVE SESSION

Motion was made by Harvey, seconded by Pitts to adjourn to an executive session for the purpose of discussing personnel 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