

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, September 12, 2016, at the Utility Building with the following members present: Carruthers, Hansen, Harvey, Pitts and President Peterson.

MINUTES

Minutes of the regular meeting held August 8, 2016 and the special meeting held August 22, 2016 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supplies, \$11.78; 5 Star Communications, Advertising, \$880.00; A T & T, Telco Settlement, \$1,121.52; Action Battery Wholesaler, Supplies, \$563.05; Advanced Media Technologies, Video Inventory, \$6,599.50; Ag First, Supp, \$104.61; A-I Computers Solutions, Supp, \$99.98; Airway Technologies, Supp, \$1,716.46; Allegra, Printed Supplies, \$53.24; Alliance Communications, Directory Listing, \$139.68; Alpha Media, Advertising, \$1,500.00; AMP Electric, Labor/Supp, \$700.00; Anderson, Chris, Travel, \$91.80; Anixter, Unreg Inv, \$1,239.96; AOSNC LLC, Network Maint Agreement, \$3,043.52; Aramark, Supp, \$328.80; Authorize.Net, Credit Card Processing Fee, \$122.75; Auto Body Specialties, Supp, \$7.90; Automatic Building Controls, Fire Alarm System Testing, \$837.00; Avera Occupational Medicine-Mitchell, Drug Screening, \$73.40; B & B Manure, Sludge Removal, \$2,470.00; Badger Communications, Unreg Inv, \$988.98; Ball, Michelle, Janitorial Service, \$200.00; Barger Construction, Equip Relocation, \$400.00; Barhite, Brooke, Travel, \$343.20; Bauman, Cassidy, Travel, \$4.97; Bekins Fire & Safety, Fire Extinguisher Maint, \$37.50; Bendix, Copier Maint, \$1,127.88; Beresford Mun Tele, PCS Access, \$13.40; Bergstrom Mfg, Supp, \$625.00; Bez Electric, Conserve/Demand Incentive, \$480.00; Blooston & Mordkofsky, Legal Service, \$2,230.00; Bluefin Pymt Systems, Credit Card Processing Fee, \$7,689.44; Bob's Lock & Key, Lock/Key Service, \$136.45; Border States Elec, Supp, \$5,307.47; Border States Elec, Unreg Inv, \$28,514.88; Borns Group, Postage, \$1,715.88; Borns, Justin, Travel, \$30.60; Bowes Construction, Gravel, \$3,112.53; Bozied Gas Stop, Gas, \$5,188.81; Bridle Estates, Sewer Charge Reim, \$1,940.00; Briggs, Ken, Travel, \$30.24; Broadcaster Press, Advertising, \$24.00; Brookings Auto Mall, Vehicle Maint, \$105.89; Brookings Credit Bureau, Delinq. Acct

Collection, \$366.52; Brookings Utilities, Office Utility Bill, \$53,893.65; Brookings Radio, Advertising, \$2,160.00; Brookings Register, Advertising/Legals, \$130.00; Bruns, Brooke, Travel, \$5.40; BSG Clearing Solutions, Telco Settlement, \$148.17; Calix, FTTH Inventory, \$55,083.10; Capitol Sales, Unreg Inv, \$219.99; Carquest, Equip Maint, \$146.95; CDW Gov., Supp, \$1,657.30; CDW Gov., Unreg Inv, \$195.30; Central Business, Supp, \$1,432.41; Century Business Products, Copier Maint, \$650.57; Century Link, Tele Exp, \$1,142.01; Century Link, Interconnections, \$7,253.35; Century Link, Telco Settlement, \$272.22; Cerilliant, Supp, \$126.40; CHR Solutions, Consulting Service, \$3,254.00; CHR Solutions, Software, \$15,722.00; City of Brookings, Asphalt, \$695.18; City of Brookings, Employee Recognition, \$10.00; City of Brookings, Contract Fee, \$6,415.30; City of Brookings, Landfill Fee, \$177.14; City of Vermillion, Utility Bill, \$609.96; Claritus, Postage Supp, \$226.00; Climate Systems, Heat/Cooling Maint, \$472.50; Clites Electric, Labor/Supp, \$2,164.67; Codington Clark Elec, Utility Bill, \$60.90; Coteau Shopper, Employment Advertising, \$50.00; Country Inn & Suites Watertown, Lodging, \$91.00; Courtesy Plbg & Htg, Repair/Supp, \$394.24; Credit Collections Bureau, Delinq. Acct Collection, \$688.66; Crescent Electric, Supp, \$532.03; CSSA, Supp, \$318.64; CSSA, Unreg Inv, \$1,566.26; Culligan of Bkgs, Bottled Water, \$71.25; Culligan of Watertown, Bottled Water, \$25.50; Dakota County Treasurer, NE Real Estate Tax, \$1,032.84; Dakota Riggers, Supp, \$237.72; Dakota Service, Supp, \$95.00; Dave's Window Cleaning, Window Service, \$50.00; Dept of the Treasury, Fed Tax, \$5,658.69; DHE, Maint Fee, \$1,139.22; Directory Resources, Software Maint, \$1,550.00; Ditch Witch of SD, Equip Maint, \$7,265.01; Dobesh, Ron, Conserve/Demand Incentive, \$50.00; DPC Industries, Chemicals, \$2,207.52; EarthBend, Supp, \$5,096.00; Eco Water, Bottled Water, \$100.20; Eco Water Systems-Bkgs, Softener Service, \$19.40; Einspahr Auto Plaza, Vehicle Maint, \$900.85; Ekern, Jeff, Travel, \$15.30; Environmental Toxicity Control, Water Analysis, \$725.00; Ericsson Inc, PCS Radio Access Network Equip, \$1,771,153.96; Express Comm, Telco Settlement, \$9,269.21; Express Services, Temp Help, \$864.02; Farmers Implement, Equip Maint, \$823.23; Fastenal, Supp, \$1,000.33; Fed Ex, Freight, \$114.80; Fibercomm, Broadband Service, \$6,471.24; First Bank & Trust, Bond Pymt Series 2011, \$36,170.62; Flexible Pipe Tool, Supp, \$785.00; Foerster Supply, Supp, \$1,428.65; Fox Sports Net North, Contract Fee, \$6,243.58; Freeman, Harvey, Travel, \$30.60; Golden West Telecom, Tele Exp, \$41.46; Graybar Electric, Fiber Testers, \$29,959.54; Graybar Electric, Supp, \$78.68; Hach Chemical, Supp, \$940.71; Hanten, Dylan, Conserve/Demand Incentive, \$30.00; Hawkins Inc, Chemicals, \$5,358.28; HD Supply Waterworks, Supp, \$2,254.48; HDR Inc, Engineering Service, \$2,122.34; Helsper & Mahlke, PC, Legal Service, \$1,380.00; Herc-U-Lift, Equip Rental, \$510.78; Hibu Inc-West, Advertising, \$406.01; Hillyard/Sx Falls, Repair/Supp, \$1,046.26; Homestead Do It Center, Supp, \$400.18; Horten, Barbara, Conserve/Demand Incentive, \$50.00; Hydro Tech, Watermain Tap, \$1,377.00; Hy-Vee, Supp, \$373.25; Iheartmedia, Advertising, \$1,876.00; Independent Comm, Contract Fee, \$1,113.77; Industrial Machine, Repairs/Supp, \$435.00; Inspection Services, Permit Fees, \$283.00; Interstate Tele, Directory Listings, \$656.10; Interstate Telecom, Tele Exp, \$1,667.71; JCL Solutions, Supp, \$113.03; Jensen, Tyler, Travel, \$100.08; Johme, Ashley, Travel, \$135.72; Jones Pest Control, Pest Control, \$45.00; KDLT TV, Contract Fee, \$2,557.13; KELO, Contract Fee, \$2,954.90; Knettel, Trever, Travel, \$203.58; Kohles, Erin, Travel, \$269.32; Kruse, Dan, Employee Training, \$288.00; Kruse, Dan, Travel, \$137.70; Kuhns, Brian, Conserve/Demand Incentive, \$425.00; KXLG-FM, Advertising, \$4,750.00; L G Everist, Gravel, \$1,461.23; Laake, Aaron, Travel, \$122.04; LECA, Telco Settlement, \$3,809.00; Lewis Drug, Supp, \$5.98; Lounsbery, Jeff, Travel, \$41.58; M & T Fire & Safety, Supp, \$220.00; MacDoctors, Maint/Supp,

\$49.99; Mack, Scott, Travel, \$536.98; Mailway Printers, Advertising, \$6,103.00; Malsam, Shayla, Travel, \$6.48; Martin's Inc, Diesel/Oil, \$4,367.78; Mediacom, Broadband Service, \$89.95; Medinger, Amanda, Travel, \$59.40; Menards-Sx City, Supp, \$66.62; Menards-Sx Falls East, Supp, \$79.96; Menards-Sx Falls West, Supp, \$29.42; Merchant Transact, Credit Card Processing Fee, \$823.69; Metaswitch Networks, Employee Training, \$2,500.00; Metering & Technology Solutions, Supp, \$4,439.16; Midamerican Energy, Utility Bill, \$1,579.13; Midcontinent, Broadband Service, \$807.99; Midcontinent, Contract Fee, \$283.15; Midwest Communications, Advertising, \$2,230.00; Midwest Lighting, Conserve/Demand Incentive, \$750.00; Midwest Pest Control, Pest Control, \$140.00; Millborn Seeds, Grass Seed/Fertilizer, \$97.50; MJ Tree Service, Services, \$3,000.00; Moorhead, Rebecca, Travel, \$50.76; Moser, Trevor, Conserve/Demand Incentive, \$20.00; MVTL Labs, Wastewater Analysis, \$1,379.00; Napa Auto Parts, Supp, \$10.27; National Processing, Credit Card Processing Fee, \$4,437.47; Nelson, Brian, Travel, \$15.30; Nemitz, Doug, Conserve/Demand Incentive, \$50.00; Newell, Sharon, Conserve/Demand Incentive, \$50.00; Nielsen Consumer Activation, Advertising, \$338.00; North West Rec, Utility Bill, \$45.24; Northwest Iowa Telephone, PCS Access, \$1,947.87; Northwestern Energy, Natural Gas, \$208.48; Obeslo, Kayla, Travel, \$23.76; Office Elements, Maint/Supp, \$452.04; Olson, Justin, Travel, \$415.26; One Source-Background Check Co, Employee Verification, \$147.50; Opis Energy Group, Publication, \$330.00; Otter Tail, Utility Bill, \$129.80; Outlaw Graphics, Unreg Inv, \$78.00; Patrick, Dan, Travel, \$13.50; Pete Lien & Sons, Chemicals, \$12,378.90; Peterson A/C & Heating, Repairs/Supp, \$480.50; Pioneer Funs Spas, Chlorine, \$20.66; Plymouth County Treasurer, IA Real Estate Tax, \$1,046.00; Powell Broadcasting, Advertising, \$2,000.00; Power & Telephone Supply, Video Inventory, \$694.80; Prairie Graphics, Supp/Uniforms, \$33.40; Prostrollo Motor, Equip/Maint, \$118.94; Pulse Supply, Supp, \$524.25; Rainbow Play Systems, Equip Storage Fee, \$1,500.00; Reed, Jeff, Travel, \$229.50; Reihe, Marvin, Travel, \$4.32; Rental Depot, Equip Rental, \$75.95; Resco, St Light Poles, \$27,315.20; Resco, Supp, \$791.04; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$396.00; Runnings, Supp, \$2,288.93; Rykhus-Nelson Siding Windows & Gutters, Gutters and Downspouts, \$702.45; Schulte, Dan, Travel, \$32.40; Schuneman Equipment, Equip Maint, \$137.00; Schuneman, Robert, Conserve/Demand Incentive, \$130.00; SD Dept of Health Lab, Testing W-WW Samples, \$421.00; SD Treasurer, Sales/Excise Tax, \$87,418.78; SD Treasurer C I F, Communication Impaired Fee, \$4,291.10; SDN Communications, Circuit Lease, \$300.00; SDN Communications, Maint Agreement, \$8,668.24; Servicemaster, Janitorial Service, \$260.00; Shaull, Brandi, Travel, \$34.56; SHI International, Computer Hardware, \$2,055.23; Sioux Falls Tower, PCS Tower & Site Work, \$243,486.15; Sioux Valley Energy, Utility Bill, \$1,720.23; Sioux Valley Environmental, Supp, \$72.00; Sixth Street Optical, Safety Glasses, \$310.00; SD Newspaper Assoc, Employment Advertising, \$250.44; Southeast Tech Institute, Registration, \$100.00; Sprint, Tele Ex, \$93.98; Sprint, PCS Phone Service, \$3,176.36; Sprint, PCS Service Fee, \$248,961.52; Sprint, PCS Inventory, \$16,747.00; Sprint-Sx City, PCS Accessories, \$1,316.12; Sprint-Sx Falls, PCS Accessories, \$1,323.06; Stanwick, Kylie, Travel, \$330.30; State of Iowa-Treasurer, Sales Tax, \$4,935.00; Stoltenburg, Audie, Travel, \$397.62; Strand, Chad, Travel, \$45.90; Stuart C. Irby, Supp, \$5,924.10; Sturdevant Auto, Supp, \$94.05; Swenson, Lance, Travel, \$290.70; Swiftel Communications, Office Phone Bill, \$37,218.08; Talley Communications, PCS Cable, \$7,248.28; Tek Products, Supp, \$424.82; Terex Services, Equip Maint, \$666.89; Tessco, Supp, \$1,084.03; Test Point Medical, Drug Screening, \$35.00; The UPS Store, Freight, \$295.63; Thomas Dean Delk, Tech Support, \$1420.00; Top Notch Cleaning Service, Janitorial Service, \$1,845.00; Total Maintenance, Sanitation Service, \$2,150.00; Tott's

Conoco, Gas, \$221.05; Tower Distribution, Contract Fee, \$296.34; Townsquare Media-Sx Falls, Advertising, \$2,905.00; Traffic Control Corp, Signal Light Repair, \$4,730.00; Travel Leaders, Air Fare, \$2,095.03; Union County Elec, Utility Bill, \$236.10; UPS, Freight, \$1,227.06; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$56,309.40; University Estates, Water Charge Reim, \$3,510.00; Uptowne Cleaners, Cleaning Service, \$10.92; Vantage Point, Engineering Consulting, \$450.00; Vinco, Tower Maint, \$16,939.00; VoIP Supply, Supp, \$545.02; Walker & Associates, Supp, \$711.00; Walker & Associates, Unreg Inv, \$3,490.11; Walsh, Debra, Travel, \$122.22; Water & Enviro Engineering Center, Analysis, \$117.00; Watertown Utilities, Utility Bill, \$425.71; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$262.50; Wells Fargo, Deposit Tickets, \$81.04; Wesco, Supp, \$922.12; White, Rex, Conserve/Demand Incentive, \$150.00; Window Pros, Window Service, \$10.00; Wireless Accessories Unlimited, PCS Accessories, \$161.58; Woodbury County Treasurer, IA Real Estate Tax, \$12,781.00; Wright, Richard, Travel, \$41.58; WW Tire, Equip Maint, \$266.02; Xcel Energy/NSP, Utility Bill, \$2,186.19; Ye, Ping, Conserve/Demand Incentive, \$25.00.

The following are Telephone/Utility Refunds:

Almesafri, Khalifa, \$146.77; Behrends, Brett, \$21.20; Benoit, Keith, \$62.13; Big Crow, Lynia, \$43.69; Blazey, Charles, \$4.24; Bortnem, James, \$65.26; Bradshaw, Lawrence, \$295.50; Brewster, Joe, \$46.60; Bridges, Dallas, \$83.31; Cartrette, David, \$134.20; Corrie, Yvonne, \$4.08; Craig, Jady, \$406.60; Edeburn, Carl, \$27.85; Enache, Petru, \$18.43; Fortin, Jesse, \$131.00; Foster Farms Grain Div, \$24.22; Gulbranson, Dean, \$102.69; Gulbranson, Peg, \$68.45; Howey, Stephanie, \$55.74; Howie, Kendall, \$4.68; Jensen, Breta, \$6.76; Jensen, John, \$2.30; Johnson, Thelma, \$27.95; Jones, Faye, \$71.49; Jones, Matt, \$22.19; Knutson, Duane, \$26.70; Maize Properties, \$48.96; McClemans, Mike, \$75.39; McClemans, Mike, \$83.52; Melville, Michelle, \$2.79; Mending, Carolyn, \$20.23; Minor, Dwaine, \$14.66; Nielsen, Lori, \$30.53; Rasmussen, Kenneth, \$18.23; Rivas, Kristine, \$5.47; Roba, Adam, \$86.24; Rokeh, Kyle, \$168.22; Rost, Daniel, \$8.37; Royer, Ruth, \$8.51; Schultz, Casey, \$142.48; Simonsick, Anne, \$49.07; Smalley, Nancy, \$117.43; Sudlow, A E, \$26.64; Sweeter, Tammy, \$9.50; Syngenta Seeds, \$30.31; TB Partnership, \$21.20; Thoreau, Meghan, \$38.38; Urban, Jacob, \$16.72; Wright, Blair, \$49.27; Yorkshire Dental, \$120.00; Ziprel, Callie, \$85.30.

PERSONNEL INFORMATION

Department Salaries (August): Electric, \$216,883.82; Water, \$104,795.77; Wastewater, \$87,189.11; Telephone, \$529,524.20;

Retirement, \$52,272.09; Social Security, \$67,920.63; Insurance, \$85,003.35; Deferred Comp, \$13,715.01;

Salary Changes: K. Ramos, \$11.28*; K. Resmen, \$10.68*; M. Wells, \$3,432.25*; D. Denison, \$15.26; T. Delaney, \$16.51; J. Jensen, \$22.02; M. Kuechenmeister, \$32.66; C. Haakinson, \$34.39;

New Employees: B. Salcido, \$9.50*; M. Cassels, \$9.50*; T. Koch, \$19.32;

*Plus commission

EXECUTIVE SESSION

Motion was made by Carruthers, seconded by Harvey to adjourn to an executive session to consult 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.

2017 CAPITAL IMPROVEMENT PROGRAM

Motion was made by Pitts that the following Resolution No. 23-16 be approved.

RESOLUTION NO. 23 - 16

RESOLUTION APPROVING
2017 CAPITAL IMPROVEMENT PROGRAM

WHEREAS a Capital Improvement Program has been reviewed by the Brookings Municipal Utilities Board which presents revenues, expenditures and capital outlays according to operating fund; and

WHEREAS after due consideration the Board finds that said program sets forth a sound financial plan for the operation for the utilities governed.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Capital Improvement Program dated September 12, 2016, now on file in the office of the Executive Vice President/General Manager is hereby approved.

Adopted this 12th day of September, 2016.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

SET DATE FOR PUBLIC HEARING ON 2017 BUDGET AND RATES

Motion was made by Carruthers, seconded by Harvey that a public hearing be held on the 2017 budget and utility rates at the Board Meeting to be held on Tuesday, October 11, 2016, at 1:00 p.m. All members present voted in favor of the motion.

SURPLUS EQUIPMENT – TO BE SOLD

Motion was made by Harvey that the following Resolution No. 24-16 be approved.

RESOLUTION NO. 24 - 16

RESOLUTION ORDERING DISPOSITION
OF SURPLUS EQUIPMENT TO BE SOLD

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 on the list attached hereto titled surplus items to be sold.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board (the “Board”) that the Board hereby orders the disposition of the above referenced property in accordance with the provisions of SDCL 6-13.

Adopted this 12th day of September, 2016.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

SURPLUS EQUIPMENT – TO BE DESTROYED

Motion was made by Pitts that the following Resolution No. 25-16 be approved.

RESOLUTION NO. 25 - 16

RESOLUTION ORDERING DISPOSITION OF
SURPLUS EQUIPMENT TO BE DESTROYED

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 on the list attached of defective surplus items to be destroyed.

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 September, 2016.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

SURPLUS EQUIPMENT – TO BE TRADED IN

Motion was made by Harvey that the following Resolution No. 26-16 be approved.

RESOLUTION NO. 26 - 16

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT
TO BE TRADED IN

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 surplus items to be traded in.

HP CP5525XH Printer – Serial No. CNCCBCY05P

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 12th day of September, 2016.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

SURPLUS EQUIPMENT – TRADED IN OR DESTROYED

Motion was made by Carruthers that the following Resolution No. 27-16 be approved.

RESOLUTION NO. 27 – 16

RESOLUTION AUTHORIZING DISPOSITION OF WWTF
SURPLUS EQUIPMENT IDENTIFIED IN
THE COMPETITIVE CONSTRUCTION BIDS

WHEREAS Brookings Municipal Utilities (BMU) currently operates a municipal wastewater treatment plant that went through a construction period from 2012 through 2016 to make extensive improvements to existing treatment structures and major upgrades or replacements to treatment equipment; and

WHEREAS Brookings Municipal Utilities owns property that was identified in the competitive construction bids that was disposed of through trade-ins or destroyed during the construction process which is no longer existing, useful, or suitable for municipal purposes; and

WHEREAS said property listed below were modified or replaced and had an original asset cost of \$5,182,421 with a current book value of \$0.

Digester Building Interior Equipment
General Mechanical, Electrical and HVAC
Interior Piping, Gates, & Valves
Sand Filters
Influent Screw Pumps
Mechanically Cleaned Screen
Aerated Grit Chambers
Pumps
Comminutors
Primary Clarifiers Equipment
Secondary Clarifiers Equipment
Rotating Biological Contactors
Ozone Disinfection System
Chlorination/De-chlorination Equipment

Gas Safety Equipment
Digester Cover (Primary)
Effluent Aeration Compressors
Lab Furniture and Equipment
Computer Control Equipment

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 in accordance with the provision of SDCL 6-13.

Adopted this 12th day of September, 2016.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

SURPLUS EQUIPMENT – REMOVAL OF ITEMS FROM PROPERTY RECORDS

Motion was made by Carruthers that the following Resolution No. 28-16 be approved.

RESOLUTION NO. 28 - 16

RESOLUTION ORDERING DISPOSITION OF
SURPLUS EQUIPMENT TO BE
REMOVED FROM PROPERTY RECORDS

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 on the list attached to be removed from property records due to previous trade-in, disposal or lost.

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 removed from property records due to previous trade-in, disposal or lost in accordance with the provision of SDCL 6-13.

Adopted this 12th day of September, 2016.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

APPLICATION FOR EXTENSION OF WATER/SEWER MAINS AND CONNECTION INTO THE CITY WATER/SEWER SYSTEM—RESERVE ADDITION.

Motion was made by Pitts, seconded by Harvey that the application for extension of water and sewer mains and connection into the city water and sewer system on Christine Avenue in the Reserve Addition requested by James Drew be approved. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

The following bids were opened and publicly read at 1:30 p.m. on September 8, 2016, and presented at this time for consideration and action.

SUBSTATION CIRCUIT SWITCHER

	<u>Unit Cost</u>
Stuart C. Irby Company	\$68,895.00
Energy Product Sales	\$71,842.40

Motion was made by Hansen, seconded by Harvey that the bid in the amount of \$68,895.00 from Stuart C. Irby Company for the Substation Circuit Switcher 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 Carruthers, 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.

Motion was made by Hansen, seconded by Pitts that the following salary changes be made. All members present voted in favor of the motion.

I. Cost of Living Adjustments:

Increase the base pay of positions on the following wage structures and the salary of the following positions by 2.5% effective October 1, 2016:

Management Wage Structure
Watertown Marketing Wage Structure (non-exempt employees)
Sioux Falls Marketing Wage Structure (non-exempt employees)
Sioux City Marketing Wage Structure (non-exempt employees)
Brookings Retail Marketing Wage Structure (non-exempt employees)
Utility Operations Manager
Network & Technical Operations Manager
Finance & Accounting Manager
Swiftel General Manager
Executive Vice President/General Manager

Increase the base pay of positions on the following wage structures by 2.5% effective January 1, 2017:

Brookings Retail Marketing Wage Structure (exempt employees)
Brookings Wireline Marketing Wage Structure (exempt employees)
Watertown Marketing Wage Structure (exempt employees)
Sioux Falls Marketing Wage Structure (exempt employees)
Sioux City Marketing Wage Structure (exempt employees)

II. Increase the wages of the following positions by 2% effective October 1, 2016:

Administrative Secretary (M-AS)
Administrative Assistant – Sales and Marketing (M-AS)
Water/Wastewater Plant & Engineering Supervisor (M-16)
Wastewater Collection & Water Distribution Supervisor (M-8 to M-8A)
Account Executive Sales Support Representative (Non-Exempt)

III. Increase the wage of the following position by 5% effective October 1, 2016:

Billing & Collection Supervisor (M-5 to M-6)

IV. Increase the wage of the following position by 10% effective October 1, 2016:

Finance & Accounting Manager

ADJOURNMENT

The meeting adjourned.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President