

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, October 11, 2016, at the Utility Building with the following members present: Carruthers, Hansen, Harvey and President Peterson. Absent: Pitts.

MINUTES

Minutes of the regular meeting held September 12, 2016 and the special meeting held September 26, 2016 were read and approved.

ADOPTION OF AGENDA

The agenda was adopted.

APPROVAL OF BILLS AND CLAIMS

Motion was made by Carruthers, 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; A T & T, Telco Settlement, \$945.05; Advance Auto Parts, Supplies, \$13.78; AgLab Express, Soil Testing, \$78.00; A-I Computers Solutions of Brookings, Supp, \$19.98; Allegra, Printed Supp, \$1,156.89; Alliance Comm CoOp, PCS Access, \$15.90; American Engineering Testing, Engineering Consulting, \$7,264.00; AMP Electric, Labor/Supp, \$230.31; Anixter, Unreg Inventory, \$42.47; APPA, Publication, \$45.50; APPA, Registration, \$208.00; Aramark, Supp, \$400.80; American Registry for Internet Numbers, Annual Renewal, \$2,000.00; Aureon Network Services, Wireless Transport, \$1,056.00; Authorize.Net, Credit Card Processing Fee, \$127.90; Auto Body Specialties, Supp, \$20.59; Avera Health, Tower Lease Pymt, \$684.00; Avera Medical Group, Vaccinations, \$151.00; B & L Utility Maintenance, Recoat Transformers, \$18,363.00; Badger Communications, Unreg Inv, \$655.80; Ball, Michelle, Janitorial Service, \$150.00; Barhite, Brooke, Travel, \$29.70; Bauman, Cassidy, Travel, \$9.40; Bendix, Copier Maint, \$835.92; Blooston & Mordkofsky, Legal Service, \$11,966.00; Bluefin Pymt Systems, Credit Card Processing Fee, \$7,556.54; Border States Elec, Supp, \$2,413.69; Border States Elec, Switchgear Box Pads, \$7,350.00; Border States Elec, Unreg Inv, \$4,375.92; Borns, Justin, Travel, \$30.60; Boss' Pizza & Chicken, Meeting Supp, \$216.20; Bozied Gas Stop, Gas, \$3,267.43; Bridle Estates, Sewer Charge Reim, \$1,920.00; Briggs, Ken, Conserve/Demand Incentive, \$20.00; Brookings Credit Bureau, Delinq. Acct Collection, \$17.60; Brookings Equipment, Supp, \$15.15; Brookings Municipal Utilities, Office Utility Bill, \$55,203.00; BSG Clearing Solutions, Telco Settlement, \$172.65; Carquest, Equip Maint, \$186.97; Central Business, Supp, \$233.33; Century Business Products, Copier Maint, \$563.15; Century Link, Tele Exp, \$678.95; Century Link, Interconnections, \$12,218.17; Century Link, Telco Settlement, \$272.22; CHR Solutions, Hardware, \$1,550.00; CHR Solutions, Software, \$750.00; City of Brookings, Asphalt, \$172.50; City of Brookings, Drug Screening, \$174.00; City of Brookings, Contract Fee, \$6527.88; City of Brookings, Landfill Fee, \$193.49; City of Vermillion, Utility Bill, \$515.19; Cleanslate, Printed

Material, \$1,419.00; Counsel, Maint/Supp, \$32.15; Courtesy Plbg & Htg, Repair/Supp, \$183.15; Credit Collections Bureau, Delinq. Acct Collection, \$208.82; Crescent Electric, Supp, \$11.44; CT Corporation, Professional Service, \$296.00; Culligan of Brookings, Bottled Water, \$31.75; Culligan of Watertown, Bottled Water, \$30.00; Dakota Service, Supp, \$46.88; Dakota Supply Group, Supp, \$306.38; Dale's Alignment, Vehicle Maint, \$857.38; Datalink, Software Maint, \$1,242.56; Dave's Window Cleaning, Window Service, \$58.00; DeBeer Small Engine Repair, Equip Maint, \$12.51; Dept of the Treasury, Federal Tax, \$5,834.35; DHE, LLC, Maint Fee, \$1,139.22; Directory Resources, Software Maint, \$120.00; DPC Industries, Chemicals, \$1,191.35; Earl May Seed & Nursery, Supp, \$124.97; Eco Water, Bottled Water, \$85.00; Eichinger, Ann, Conserve/Demand Incentive, \$6.00; Electric Supply, LTE Electrical Work, \$10,424.73; Eurofins Eaton Analytical, Analysis, \$864.00; Farmers Implement, Equip Maint, \$41.45; Fastenal, Supp, \$787.95; Fed Ex, Freight, \$55.02; Fibercomm, Broadband Service, \$524.53; First Bank & Trust, Bond Pymt Series 2011, \$36,170.62; First National Trust Services, 2012 SRF Loan Pymt, \$329,217.51; Five-Star Awards & More, Supp, \$212.20; Foerster Supply, Supp, \$293.35; Fox Sports Net North, Contract Fee, \$6,316.12; Fox, Jocy, PCS Refund, \$339.75; G & R Controls, Equip/Maint, \$406.65; George's Sanitation, Sanitation Service, \$60.00; Golden West Telecom, Tele Exp, \$41.42; Goldfield Telecom, Supp, \$1,267.87; Grainger, Pallet Racking, \$7,785.85; Grainger, Supp, \$282.96; Graybar Electric, Supp, \$569.91; Graybar Electric, Unreg Inv, \$402.32; Hawkins Inc, Chemicals, \$2,143.50; HD Supply Waterworks Ltd, Supp, \$2,848.71; Heldt, Tami, Travel, \$19.44; Helsper & Mahlke, PC, Legal Service, \$2,520.00; Herc-U-Lift, LP Fuel, \$74.72; Hibu Inc-West, Advertising, \$400.00; Homestead Do It Center, Supp, \$280.57; Hometown Service, Repair/Supp, \$51.78; ICAN Inc, Advertising, \$80.00; Illustratus, Supp, \$37.74; Independent Communication, Contract Fee, \$1,133.37; Inner-Tite, Meter Seals, \$602.20; Interstate All Battery Center, Battery, \$106.95; Interstate Telecom, Tele Exp, \$471.24; Iowa HSEMD, Enhanced 911, \$9,361.18; Jimmy Johns, Meeting Supp, \$64.25; Johme, Ashley, Travel, \$117.36; Julius, Laura, Travel, \$59.40; Karpen, Nick, Travel, \$157.68; KDLT TV, Contract Fee, \$2,602.13; KELO, Contract Fee, \$3,006.90; Kerry's Landscaping, Labor/Supp, \$260.22; Knettel, Trever, Travel, \$225.72; Krier & Blain, Maint, \$173.47; Laake, Aaron, Travel, \$127.98; LECA, Telco Settlement, \$3,656.00; Lewis Drug, Supp, \$55.34; Locators & Supplies, Repair/Supp, \$38.15; Lowe's, Supp, \$569.97; M & T Fire & Safety, Supp, \$85.00; Martin's Inc, Diesel/Oil, \$750.11; Matheson Tri-Gas, Supp, \$626.21; Medinger, Amanda, Travel, \$52.38; Menards-Sx City, Supp, \$27.98; Menards-Sx Falls West, Supp, \$38.07; Menards-Watertown, Supp, \$16.99; Merchant Transact, Credit Card Processing Fee, \$861.57; Metering & Tech Solutions, Supp, \$98.45; Metering & Tech Solutions, Wire, \$14,970.00; Midamerican Energy, Utility Bill, \$986.80; Midcontinent, Broadband Service, \$321.79; Midcontinent, Contract Fee, \$292.60; Midwest Pest Control, Pest Control, \$160.00; Mills, Jack E, Cam Charges, \$3,485.76; Missouri River, Supplemental Power, \$950,803.08; Missouri River, WAPA Allocation, \$281,546.94; Monteith Welding, Supp, \$8.82; Moser, Trevor, Conserve/Demand Incentive, \$25.00; MVTL Labs, Wastewater Analysis, \$87.00; Napa Auto Parts, Supp, \$13.32; Neustar Info Service, Contract Fee, \$200.00; Nextel West, G-Block Spectrum Lease, \$100.00; Nielsen's, Repair/Supp, \$418.88; Nielson, Brandi, Travel, \$12.96; North West Rec, Utility Bill, \$41.66; Northwest Iowa Telephone, PCS Access, \$391.15; Northwestern Energy, Natural Gas, \$10.00; NRTC Member Services, Contract Fee, \$15.45; Obeslo, Kayla, Travel, \$2.16; Office Elements, Maint/Supp, \$220.29; Office Peeps, Supp, \$207.00; Olson, Justin, Travel, \$70.74; One Source-Background Check Co, Employee Verification, \$197.00; Otter Tail, Utility Bill, \$173.84; Outlaw Graphics, Supp, \$43.50; Party Depot, Supplies, \$7.26; Pete Lien & Sons, Chemicals, \$16,064.18; Peterson A/C & Heating, Repairs/Supp, \$308.00; Pizza Ranch, Employee Recognition, \$118.14; Prairie Graphics, Supp/Uniforms, \$1,276.00; Prussman Contracting, Water Main Repair, \$3,308.88; Riter, Rogers, Wattier & Brown LLP, Legal Service, \$360.00; Ron's Auto Repair,

Vehicle Maint, \$43.30; Safety Benefits, Registration, \$130.00; Schuneman Equipment, Equip Maint, \$17.98; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$500.00; SD Treasurer, Sales/Excise Tax, \$81,957.09; SDN Comm, Circuit Lease, \$123,712.95; Servall Towel & Linen, Supp, \$105.63; Servicemaster, Janitorial Service, \$390.00; Siemens Industry, Surge Arresters, \$2,193.00; Sioux Falls Utilities, Utility Bill, \$539.19; Sioux Valley Energy, Dispatching Service, \$660.00; Sioux Valley Energy, Utility Bill, \$1,621.04; Sprint, Tele Exp, \$29.77; Sprint, PCS Phone Service, \$3,162.14; Sprint, PCS Service Fee, \$254,527.43; Sprint, PCS Inventory, \$168,704.32; Stanwick, Kylie, Travel, \$177.30; State of Iowa-Treasurer, Sales Tax, \$2,436.21; Stoltenburg, Audie, Travel, \$295.56; Stripes By Todd, Paving, \$1,548.29; Stuart C. Irby, Supp, \$2,512.75; Sturdevant Auto, Supp, \$322.56; Swiftel Communications, Office Phone Bill, \$178,718.34; Telkamp, Terri, Travel, \$59.40; Tessier's, Repairs, \$2,099.34; UPS Store, Freight, \$270.07; Top Notch Cleaning, Janitorial Service, \$1,845.00; Town & Country Shopper, Advertising, \$280.00; Travel Leaders, Air Fare, \$1,499.10; Union County Elec, Utility Bill, \$268.95; UPS, Freight, \$503.65; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$56,309.38; University Estates, Water Charge Reim, \$3,445.00; Vantage Point, Engineering Consulting, \$7,319.10; Vermeer High Plains, Equip Maint, \$725.98; Walker & Associates, Supp, \$78.00; Walsh, Debra, Travel, \$364.79; Watertown Municipal Utilities, Utility Bill, \$292.79; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$262.50; Wesco, Meter Modules, \$25,662.00; Wesco, Supp, \$4,075.64; Window Pros, Window Service, \$10.00; Winter Inc, Concrete/Supp, \$91.00; Xcel Energy/NSP, Utility Bill, \$1,974.53; Young Broadcasting-SF, Employment Advertising, \$209.00.

The following are Telephone/Utility Refunds:

Alquadaini, Abdullah, \$23.08; At&T Services, \$3,511.25; Behrends, Brett, \$76.21; Buena Vista Regional Medical Center, \$216.00; Dynamic Engineering, \$35.00; Getty, Craig, \$95.44; Hassan, Ibrami, \$127.08; Heritage East Apts, \$16.51; Kepford Apts, \$16.51; Loren McMasters, \$1,775.91; Moritz, Edward, \$18.97; Musil, Austin, \$62.94; Nienaber, Chris, \$70.16; O'Neill, Laurel, \$72.70; SD Soybean Processors, \$35.00; TB Partnership, \$25.74; TB Partnership, \$92.92

PERSONNEL INFORMATION

Department Salaries (September): Electric, \$207,524.94; Water, \$96,127.35; Wastewater, \$81,224.89; Telephone, \$512,903.71;

Retirement, \$51,040.53; Social Security, \$64,455.25; Insurance, \$84,973.22; Deferred Comp, \$13,330.85;

Salary Changes: T. Jensen, \$9.50*; C. Anderson, \$15.43; K. Stanwick, \$3,218.69; D. Walsh, \$4,279.01; T. Hietpas, \$13.38; J. Millard, \$29.68;

New Employees: D. DeGroot, \$10.68*; DK Lee, \$9.50*; C. Rex, \$9.50*; C. Zediker, \$9.50*; B. Zeman, \$15.73;

*Plus commission

EXECUTIVE SESSION

Motion was made by Harvey, seconded by Hansen to adjourn to an 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.

PUBLIC HEARING ON 2017 BUDGET AND PROPOSED RATE INCREASES

A public hearing was held on the 2017 Budget and proposed rate increases for electric, water and wastewater. No one appeared and no written complaints were received. The public hearing closed.

REVIEW 2017 BUDGET

Steve Meyer and Laura Julius presented the proposed 2017 Budget for the Board's consideration.

FIRST READING OF ELECTRIC RATE REVIEW

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

FIRST READING OF WASTEWATER RATE REVIEW

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

FIRST READING OF WATER RATE REVIEW

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

SURPLUS WIRELESS EQUIPMENT

Motion was made by Harvey that the following Resolution No. 29 - 16 be approved.

RESOLUTION NO. 29 - 16

RESOLUTION ORDERING DISPOSITION OF SURPLUS
WIRELESS EQUIPMENT

WHEREAS the city of Brookings Municipal Utilities owns property which is no longer necessary, useful or suitable for municipal purposes; and

WHEREAS said property is itemized below of defective items to be destroyed.

WHEREAS said property is as follows:

DESCRIPTION	QTY
Cards/Cables/Misc.	110
Cases/Holsters	147
Chargers/Batteries	77
Headsets	8

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 11th day of October, 2016.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President

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

BIDS

AUTHORIZATION TO SUBMIT BIDS

- SET TOP BOXES – TELEPHONE DEPARTMENT
- FIBER ACCESS EQUIPMENT – TELEPHONE DEPARTMENT
- FIBER OPTIC TRANSPORT CABLE TO SIOUX FALLS – TELEPHONE DEPARTMENT

Motion was made by Hansen, seconded by Carruthers that authorization be given to advertise for bids for Set Top Boxes, Fiber Access Equipment and the Fiber Optic Transport Cable to Sioux Falls. All members present voted in favor of the motion.

AWARDING OF BIDS

The following bids were opened and read at 1:30 p.m. on October 5, 2016, and presented at this time for consideration and action.

BMU NORTHWEST PARKING LOT IMPROVEMENTS

Bowes Construction Inc.	\$218,349.30
-------------------------	--------------

Motion was made by Harvey, seconded by Carruthers to approve the bid of Bowes Construction Inc. for the BMU Northwest Parking Lot Improvements in the amount of \$218,349.30; 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.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Carol Pitts, Secretary

Dave Peterson, President