

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, January 13, 2025, at the Utility Building with the following members present: Bartels, Carruthers, Hansen, Hawley, President Harvey and City Council Liaison Specker.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held December 9, 2024, and the special meeting held December 23, 2024, were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

605 Custom Design LLC, Uniforms, \$3309.00; ABM Manufacturing LLC, Supplies, \$20.00; ADP, Inc, Payroll Processing Fee, \$2462.31; Advanced Analytical Solutions, Supplies, \$92.96; Advanced Engineering & Environmental Service, Engineering Services, \$10845.75; Advanced Media Technologies Inc, Systems/Cabling Inv, \$1650.74; Allegra, Printed Supplies, \$4199.21; American Water Works Assn, Membership Dues, \$2418.00; Appeara, Supplies, \$68.60; Arlington Baptist Church, Directory Delivery, \$825.00; AT & T Mobility, PCS Phone Service, \$3135.95; Aureon Network Services, LNP Fees, \$1000.00; Auto Pro SD LLC, Supplies, \$57.95; Banner Associates Inc, Engineering Consulting, \$1346.50; Bendix Inc., Printer/Copier Maintenance, \$90.04; Bierschbach Equipment, Supplies, \$5753.62; Bluefin Payment Systems, Credit Card Processing Fee, \$13107.55; Bobcat Of Brookings, Supplies, \$2310.54; Border States Elec Supply, Inventory, \$3185.45; Border States Elec Supply, Supplies, \$5788.41; Brookings County 4-H, Directory Delivery, \$2527.80; Brookings County 4-H Leaders Assoc., Directory Delivery, \$2765.95; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$51.03; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings Engraving, Uniforms, \$323.54; Brookings Municipal Utilities, Office Utility Bill, \$53662.64; Brookings Municipal Utilities, Petty Cash, \$30.00; Brookings Radio, Advertising, \$3500.00; Brookings Register, Advertising/Legals, \$692.56; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$185.10; Business Track, Credit Card Processing Fee, \$8129.93; Butler Machinery, Annual Inspection, \$2247.88; Butler Machinery, Maintenance/Supplies, \$263.55; Calix Inc., Supplies, \$1981.83; Card Connect, Credit Card Processing Fee, \$9919.51; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$1717.07; CDW Government Inc, Computer Equipment/Supplies, \$2604.07; Century Link, Telephone Expense, \$156.38; City of Brookings, Contract Fee, \$6342.22; City of Brookings Landfill, Landfill Fee, \$545.73; Click Rain, Website Development, \$2400.00; Consortia Consulting Inc, Consulting Service, \$936.50; Core & Main, Supplies, \$136.22; Courtesy Plumbing Inc., Repair/Supplies, \$84.20; Coverstone, Crystal, Travel, \$16.65;

Craft Fusion, Event Supplies, \$320.56; Creative Printing Inc., Printed Materials, \$289.79; Credit Collections Bureau, Delinq. Account Collection, \$262.74; Crippled Designs, Uniforms, \$30.00; Culligan of Brookings, Bottled Water, \$66.00; Dakota County Treasurer, NE Real Estate Tax, \$609.22; Dakota Fluid Power Inc, Maintenance/Supplies, \$1593.67; Dakota Mainstem, Membership Dues, \$8745.00; Dakota Supply Group, Systems/Cabling Inv, \$1178.71; Dave's Window Cleaning, Inc, Window Service, \$78.00; Dept Of The Treasury, Federal Tax, \$5973.64; DGR Engineering Inc, Engineering Service, \$2732.00; DHE, LLC, Maintenance Fee, \$996.63; Eide Bailly LLP, Audit Fee, \$5250.00; Einspahr Auto Plaza, Vehicle Maintenance, \$1784.15; Express Communications, Inc., Telco Settlement, \$10736.80; FanDuel Sports Network, Contract Fee, \$8069.02; Fastenal Company, Supplies, \$1960.81; First Bank & Trust - Visa, Supplies, \$167.97; First Baptist Church of White, Directory Delivery, \$585.75; Foerster Supply Inc, Supplies, \$516.00; Foerster Testing Limited, Compaction Tests, \$750.00; Fox Corporation, Contract Fee, \$141.61; Franz Reprographics, Inc, Plotter Maintenance, \$277.68; FRRPA, FRRPA Lease, \$10352.90; G & R Controls, Inc, Equipment Repair/Supplies, \$970.00; General Repair Service Inc, Repair/Supplies, \$3687.40; Golden West Technologies Inc., Tech Support, \$3812.80; Graybar Electric Company, Supplies, \$3213.49; Gridor Const., Inc., Water Treatment Plant, \$1721522.00; Halgerson, Russ, Travel, \$73.70; Hawkins Inc, Chemicals, \$1060.00; HDR, Inc, Engineering Service, \$5007.00; Homestead Do It Center, Supplies, \$118.69; Hydro-Klean, LLC, Supplies, \$5000.00; Innovative Systems, LLC, Software/Hardware Maintenance, \$21900.00; Interstate Telecommunications Cooperative, Telephone Expense, \$354.03; Jackrabbit Tire & Service, Inc, Work Equipment Maintenance, \$1345.81; Julius, Laura, Travel, \$66.46; Krier & Blain Inc, HVAC Maintenance, \$783.24; Kruse, Isaac, Travel, \$118.00; Lowe's, Supplies, \$3780.24; Lowe's, Systems/Cabling Inv, \$153.05; Lumen, Telco Settlement, \$272.22; Mack, Scott, Travel, \$597.00; Maher, Ned, CDL License, \$33.00; Martin's Inc, Diesel/Oil, \$754.43; Matheson Tri-Gas Inc, Supplies, \$98.26; Meyer, Steve, Travel, \$1320.97; Midcontinent Comm., Contract Fee, \$835.00; Midwest Fresh Catering, Event Supplies, \$482.30; Midwest Glass LLC, Supplies, \$85.65; Millennium, Inventory, \$15320.00; Missouri River Energy Services, Supplemental Power, \$1516984.10; Missouri River Energy Services, WAPA Allocation, \$215880.36; Moss Adams LLP, Consulting Service, \$600.00; Muth Electric Inc, WWTP Wiring, \$6402.54; MVTL Laboratories Inc., Wastewater Analysis, \$158.70; Napa Auto Parts, Supplies, \$4738.94; NCTC, TV Programs Fee, \$80775.55; Nexstar Broadcasting, Inc., Contract Fee, \$12409.95; Northern Tool & Equipment, Supplies, \$83.93; Northern Truck Equipment Corp, Equipment/Maintenance, \$56.39; Northwestern Energy, Natural Gas, \$4389.32; Office Peeps Inc, Supplies, \$2133.16; Oil Price Information Service, LLC, Publication, \$546.00; OneNeck IT Solutions LLC, Hardware/Software/Consulting, \$38582.28; Pete Lien & Sons Inc, Chemical, \$9822.60; Pizza Ranch, Event Supplies, \$108.24; Prussman Contracting Inc, Main Repair/Equipment Rental, \$949.95; Ramsdell F&M Ltd., LP Fill, \$107.01; RC First Aid, Supplies, \$88.00; Resco, Supplies, \$7546.50; Rients, Shane, Travel, \$1022.65; Riverside Technologies, Inc., Laptop/Desktop, \$2496.00; Robby's Auto Shop, Vehicle Maintenance, \$66.55; Runnings, Supplies, \$5094.23; Runnings, Uniforms, \$204.92; Schoon's Pump N' Pak, Vehicle Gasoline, \$4180.58; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$925.00; SD Dept of Rev, Enhanced 911, \$13057.52; SD Municipal Electric Association, Membership Dues, \$23305.00; SD State Treasurer, Communication Impaired Fee, \$1809.80; SD Treasurer, Sales/Excise Tax, \$169164.06; SDN Communications, Circuit Lease, \$18025.41; SDSU, Perform. Eval. W/WW, \$134466.00; SDSU Financial Aid Office, Scholarship, \$1000.00; Sioux Falls Utilities, Utility Bill, \$39.72; SOLV Business Solutions,

Printed Supplies, \$59.47; South Dakota IAEI, Registration, \$375.00; South Dakota One Call, Locate Fee, \$92.40; Spirit of Madison, Directory Delivery, \$1226.50; Springbrook, Credit Card Processing Fee, \$2344.31; Springbrook Holding Company LLC, Software Support, \$6014.00; Stan Houston Equipment Co Inc, Supplies, \$43.90; State Of South Dakota, Record Retention, \$8.91; Steffen, Bryce, Travel, \$118.00; Stuart C. Irby, Supplies, \$3766.00; Sturdevant's Auto Value, Supplies, \$342.55; Subway, Meeting Supplies, \$42.63; Swiftel Communications, Office Phone Bill, \$133024.13; Teledynamics, Systems/Cabling Inv, \$569.96; Thryv, Inc, Advertising, \$872.00; Tires Tires Tires, Vehicle Maintenance, \$43.78; T-Mobile, PCS Phone Service, \$54.67; U.S. Bank National Association, SRF Loan Payment, \$533616.10; Uniform & Accessories Warehouse, Supplies, \$30.02; United Parcel Service, Freight, \$52.90; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$33356.52; University of Sioux Falls, Scholarship, \$500.00; USA Bluebook, Supplies, \$772.81; Vermeer High Plains, Fiber Blower, \$13488.53; Vermeer High Plains, Fiber Trailer, \$46215.00; WW Tire Service Inc, Work Equipment Maintenance, \$1835.07; Xcel Energy/NSP, Utility Bill, \$18.19; Advance, Conserve/Demand Incentive, \$1713.40; Bisgard, Chris, Conserve/Demand Incentive, \$50.00; Brehmer, Gene, Conserve/Demand Incentive, \$25.00; Kellen, Phillis, Conserve/Demand Incentive, \$25.00; MTR Technologies, Conserve/Demand Incentive, \$1035.00; Schmitt, Brennen, Conserve/Demand Incentive, \$25.00; Tingle, Heather, Conserve/Demand Incentive, \$25.00; BOURCY, KARINA, Refund Check, \$11.42; EL TAPATIO, Refund Check, \$43.88; VOSS RENTALS, Refund Check, \$214.53; VOSS RENTALS, Refund Check, \$252.58; ASIAN AROMATHERAPY MASSAGE, Refund Check, \$192.48

PERSONNEL INFORMATION

Department Salaries (December): Electric, \$272,123.50; Water, \$135,658.78; Wastewater, \$130,603.55; Telephone, \$327,724.80; Retirement, \$54,653.15; Social Security, \$58,062.32; Insurance, \$112,705.55; Deferred Comp, \$16,440.05.

Salary Changes: R. Petersen, \$24.58; T. Hohn, \$8,467.46; C. Coverstone, \$7,776.34; K. Falconer, \$23.49; L. Sebring, \$8,548.38; J. Brown, \$29.29; D. Bratty, \$37.29

WASTEWATER COST OF SERVICE PRESENTATION

Representatives from AE2S presented their final results and recommendations from the Wastewater Cost of Service Rate Study. No action was taken.

EXECUTIVE SESSION

Motion was made by Hawley, seconded by Carruthers 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.

REVIEW MISSION STATEMENT

The Mission Statement was reviewed by the Board. No changes were made.

REVIEW 2025 UTILITY BOARD MEETING TOPICS

The staff reviewed the 2025 Utility Board Meeting topics. No action was taken.

SURPLUS EQUIPMENT FOR TRADE-IN

Motion was made by Carruthers that the following Resolution No. 1-25 be approve.

RESOLUTION NO. 1 - 25

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT TO BE TRADE-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 as follows:

Trimble R10 GNSS Receiver with UHF Internal Radio
SN 5252422471

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 in accordance with the provisions of SDCL 6-13.

Adopted this 13th day of January 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT FOR DESTRUCTION

Motion was made by Hawley that the following Resolution No. 2-25 be approve.

RESOLUTION NO. 2 - 25

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT FOR DESTRUCTION

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:

1993 Husky Battery Four Point Crimper

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 provisions of SDCL 6-13.

Adopted this 12th day of November, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

BIDS

The following bids were opened at 1:30 p.m. on January 9, 2025, and presented at this time for consideration.

AWARDING OF BIDS

WWTP DIGESTER PUMP REPLACEMENT

	<u>BASE BID</u>	<u>ALTERNATE A</u>
Key Contracting	\$346,500.00	\$5,000.00
Rubin Construction	\$319,000.00	\$3,800.00
Sentry LLC	\$323,537.00	\$76,726.66
Gridor Construction Inc.	\$238,800.00	\$40,000.00

Motion was made by Hawley, seconded by Carruthers that the following low base bid be awarded for the WWTP Digester Pump Replacement: Gridor Construction Inc. in the amount of \$238,800.00; and that, after reviewing the contracts for the above bids, 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.

DEPARTMENT HIGHLIGHTS FOR 2024

The managers gave their annual department highlights for the last year of 2024.

EXECUTIVE SESSION

Motion was made by Hawley, seconded by Hansen to adjourn to an executive session to discuss personnel matters. All members present voted in favor of the motion.

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President