

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Tuesday, October 15, 2024, at the Utility building with the following members present: Bartels, Hansen, President Harvey and City Council Liaison Avery. Absent: Hawley.

### ADOPTION OF AGENDA

The agenda was adopted.

### MINUTES

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

### APPROVAL OF BILLS AND CLAIMS

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

4imprint Inc., Event Supplies, \$299.16; 4imprint Inc., Supplies, \$659.82; ABRA Autobody & Glass of Brookings, Vehicle Maintenance, \$592.63; ADP, Inc, Payroll Processing Fee, \$35.00; Advance Auto Parts, Supplies, \$21.27; Advanced Media Technologies Inc, Supplies, \$2007.33; Allegra, Printed Supplies, \$83.26; Appera, Supplies, \$63.68; ARIN, American Registry for Internet Numbers, IP/Routing Numbers, \$2000.00; AT & T Mobility, PCS Phone Service, \$3090.08; Aureon Network Services, LNP Fees, \$120.00; Auto Pro SD LLC, Supplies, \$104.95; AVI Systems, Inc., Equipment Repair, \$649.59; Bally Sports North, Contract Fee, \$8362.78; Bergstrom Mfg Inc, Supplies, \$820.00; Bluefin Payment Systems, Credit Card Processing Fee, \$15510.13; Bobcat Of Brookings, Supplies/Equipment Rental, \$1151.45; Border States Elec Supply, Supplies, \$3777.35; Border States Elec Supply, Systems/Cabling Inv, \$24.50; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Engraving, Supplies, \$13.50; Brookings Municipal Utilities, Office Utility Bill, \$51856.80; Brookings Municipal Utilities, Petty Cash, \$60.00; Brookings Register, Advertising/Legals, \$215.40; Brookings Small Engine LLC, Supplies/Repair, \$70.00; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$185.10; Business Track, Credit Card Processing Fee, \$10096.50; Card Connect, Credit Card Processing Fee, \$9093.99; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$398.66; Carrier Management Systems Inc, Subscription, \$1210.00; CBS Sports Network, Contract Fee, \$293.72; CDW Government Inc, Systems/Cabling Inv, \$45.72; Century Link, Telephone Expense, \$312.08; Choice IT Global LLC, Supplies, \$367.15; City of Brookings, Contract Fee, \$6530.23; City of Brookings, Street Light Maintenance, \$1635.80; City of Brookings Landfill, Landfill Fee, \$269.99; City Of Sioux City, Storm Drainage Fee, \$193.61; CKS Partners, LLC, Crop Damage, \$505.05; Climate Systems Inc, HVAC Maintenance, \$580.00; Cole Papers Inc., Work Equipment Maintenance, \$243.00; Complete Plumbing Inc., Labor/Supplies, \$357.52; Core & Main, Supplies, \$3425.40; Courtesy Plumbing Inc., Repair/Supplies, \$156.55; Credit Collections Bureau, Delinq. Account Collection, \$643.57; Crescent Electric Supply, Systems/Cabling Inv,

\$3042.83; Culligan of Brookings, Bottled Water, \$66.00; Dakota Riggers & Tool Supply, Supplies, \$568.66; Dakota Supply Group, Supplies, \$11662.12; Dakota Supply Group, Systems/Cabling Inv, \$12771.06; Dave's Window Cleaning, Inc, Window Service, \$102.00; Dept Of The Treasury, Federal Tax, \$6032.93; Detection Instruments Corp., Supplies, \$167.89; DHE, LLC, Maintenance Fee, \$996.63; Digi-Key 2549377, Supplies, \$49.47; Directory Resources Co LLC, Software Maintenance, \$1250.00; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$3837.06; Dorsey & Whitney LLP, Legal Service, \$23577.00; Einspahr Auto Plaza, Vehicle Maintenance, \$63.45; Elevate Drone Services LLC, Drone Service, \$200.00; Express Communications, Inc., Telco Settlement, \$10312.38; Farmers Implement Irrigation, Work Equipment Maintenance, \$142.05; Fastenal Company, Supplies, \$60.03; First Bank & Trust - Visa, Supplies, \$346.30; Foerster Supply Inc, Supplies, \$5475.50; Foerster Testing Limited, Compaction Tests, \$1875.00; Fox Corporation, Contract Fee, \$134.85; Franz Reprographics, Plotter Maintenance, \$154.13; FRRPA, FRRPA Lease, \$9762.50; Gilkerson, Jim, Crop Damage, \$13046.00; Golden West Technologies Inc., Tech Support, \$3972.12; Goldfield Telecom LC, Systems/Cabling Inv, \$2455.62; GP Auto Service & Repair, Vehicle Topper, \$3273.99; Grainger, Supplies, \$1120.81; Graybar Electric Company, Supplies, \$2912.94; Graybar Electric Company, Systems/Cabling Inv, \$1223.48; Gridor Const., Inc., Water Treatment Plant, \$3516948.00; Gridor Const., Inc., WWTP Gravity Thickener, \$157726.00; GuidePoint Security, LLC, Software Licensing, \$6954.10; GuidePoint Security, LLC, WAN Upgrade Firewall, \$9608.28; GuidePoint Security, LLC, WAN Upgrade Software, \$3527.28; Hach Chemical Company, Supplies, \$1333.10; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$1282.50; Henkin Schultz Comm Arts, Communications Consultant, \$2957.12; Hillyard/Sioux Falls, Janitorial Supplies, \$702.81; Hometown Service & Tire LLC, Vehicle Maintenance, \$81.00; I-29 Truck Stop, Work Equipment Maintenance, \$281.93; Iconectiv, LLC, LNP Fee, \$694.49; Innovative Systems, Registration, \$3353.00; Innovative Systems, Software/Hardware Maintenance, \$36664.50; Insight Direct USA, Inc, ISP Support Agreement, \$1337.25; Interstate All Battery Center, Supplies, \$780.00; Interstate Telecommunications Cooperative, Telephone Expense, \$354.06; Jackrabbit Tire Company, Work Equipment Maintenance, \$860.00; Jenne, Inc, Systems/Cabling Inv, \$178.50; Jensen, Jacob, Travel, \$133.20; Kabris, Curt, Travel, \$154.38; Kuechenmeister, Mark, Travel, \$205.20; Lowe's, Supplies, \$2229.04; Lumen, Telco Settlement, \$272.22; Martin's Inc, Diesel/Oil, \$2796.81; Mediacom LLC, Broadband Service, \$89.95; Midcontinent Comm., Contract Fee, \$773.21; Millborn Seeds Inc, Grass Seed/Fertilizer, \$425.00; Millennium, Supplies, \$781.66; Missouri River Energy Services, Supplemental Power, \$1179351.17; Missouri River Energy Services, WAPA Allocation, \$238845.97; MMUA, Safety Training, \$7643.70; Moss Adams LLP, Consulting Service, \$600.00; MVTL Laboratories Inc., Wastewater Analysis, \$1542.30; Napa Auto Parts, Supplies, \$297.46; NavePoint, Systems/Cabling Inv, \$475.00; NCTC, TV Programs Fee, \$126015.44; Nexstar Broadcasting, Inc., Contract Fee, \$12703.07; Niklason Masonary, Concrete/Supplies, \$8000.00; Northern Truck Equipment, Electric Crane, \$24465.00; Northwestern Energy, Natural Gas, \$331.75; Novak Sanitary Service, Shredding, \$124.68; Office Peeps Inc, Office Chair, \$377.00; Office Peeps Inc, Supplies, \$736.82; Oil Price Information Service, LLC, Publication, \$516.00; One Source - The Background Check Company, Employee Verification, \$82.00; OneNeck IT Solutions LLC, Hardware/Software/Consulting, \$293.52; Outlaw Graphics, Supplies/Decals, \$921.80; Pests B Dead LLC, Pest Control, \$420.00; Pete Lien & Sons Inc, Chemicals, \$13206.95; Prairie Wind Heating and Air LLC, Substation HVAC, \$4285.72; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$477585.75; Prussman Contracting Inc, Lead Water Service Replacement,

\$79348.82; Prussman Contracting Inc, Main Repair/Equipment Rental, \$4166.00; Quadiant, Inc., Postage Meter Rental, \$803.64; RC First Aid, Supplies, \$154.00; Ridge Tool Company, Supplies, \$822.05; Rients, Shane, Travel, \$1490.10; Ron's Auto Repair, Vehicle Maintenance, \$57.55; Runnings, Supplies, \$3380.69; Schaffer Law Office, Prof. LLC, Legal Service, \$500.00; Schoon's Pump N' Pak, Vehicle Gasoline, \$3696.62; Scott, Brett, Travel, \$366.09; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$508.00; SD Dept of Rev, Enhanced 911, \$13190.80; SD Treasurer, Sales/Excise Tax, \$183323.49; SDN Communications, Circuit Lease, \$2747.93; SDN Communications, FRRPA Equipment, \$20269.47; Sioux Falls Utilities, Utility Bill, \$39.72; Sioux Valley Energy, Dispatching Service, \$1100.00; Sioux Valley Environmental, Supplies, \$1050.00; Siteworks Inc, Raw/Treated Water Pipelines, \$1355468.67; Skinner Striping, Asphalt, \$8551.04; South Dakota One Call, Locate Fee, \$709.80; South Dakota Safety Council, Registration, \$450.00; Springbrook, Credit Card Processing Fee, \$2885.63; Springbrook Holding Company LLC, Annual Maintenance, \$39065.57; Springbrook Holding Company LLC, Software Support, \$5863.00; Springbrook Holding Company LLC, TOU/AMI Software Improvements, \$13420.00; Stan Houston Equipment Co Inc, Supplies, \$112.00; State Of South Dakota, Record Retention, \$8.91; Stuart C. Irby, Supplies, \$1635.38; Sturdevant's Auto Value, Supplies, \$154.84; Swiftel Communications, Office Phone Bill, \$128866.47; Teledynamics, Systems/Cabling Inv, \$421.54; Textol Systems Inc, Supplies, \$415.22; The UPS Store, Freight, \$708.26; Thryv, Advertising, \$436.02; Timmons Construction, Inc, Concrete Work, \$8775.53; Tower Systems, Inc, 6th Street Tower, \$55102.14; Treatment Resources, Inc., Supplies, \$200.00; Trojan Technologies, Supplies, \$3584.80; Two Way Solutions Inc, Systems/Cabling Inv, \$1199.52; United Parcel Service, Freight, \$157.66; Universal Service Adm. Co, USAC Contribution, \$30627.66; USA Bluebook, Supplies, \$1325.21; Vermeer High Plains, Supplies, \$1613.90; Wagner Contracting, Concrete Work, \$7608.75; Walker & Associates Inc, Systems/Cabling Inv, \$20230.10; Weekes, Dylan, Travel, \$133.20; Wesco, Supplies, \$3682.30; Winter Contracting, LLC, Interceptor Replacement Phase 3, \$622209.38; Witt, Eric, Travel, \$227.89; WW Tire Service Inc, Work Equipment Maintenance, \$318.27; Xcel Energy/NSP, Utility Bill, \$9.05; Active Heating Inc., Conserve/Demand Incentive, \$100.00; Barkve, Betty, Telephone Refund, \$43.89; Beech, Nancy, Telephone Refund, \$31.63; Borns, Justin, Conserve/Demand Incentive, \$250.00; Brehmer, Gene, Conserve/Demand Incentive, \$25.00; BROOKINGS COUNTY HIGHWAY DEPT, Refund Check, \$54.74; Carpenter, Taylor, Telephone Refund, \$55.34; Clark, Andrew, Telephone Refund, \$19.63; Dick, Nathan, Telephone Refund, \$13.34; Farland, Jennifer, Telephone Refund, \$18.45; FESER, KEVIN, Refund Check, \$166.31; Flores De Salazar, Jose, Telephone Refund, \$50.07; Hanson, Levi, Telephone Refund, \$406.82; Harming, Miles, Telephone Refund, \$49.23; Harvey, Cathy, Telephone Refund, \$55.34; Hecht, David, Conserve/Demand Incentive, \$25.00; Henry Carlson Construction, Telephone Refund, \$163.63; Hoehn, Tom, Conserve/Demand Incentive, \$625.00; HRBR MANAGEMENT, Refund Check, \$55.42; Jackson, Cassandra, Telephone Refund, \$12.71; Jensen, Jacob, Telephone Refund, \$23.72; Kadir, Sdanish, Telephone Refund, \$5.14; Karnopp, Adam, Telephone Refund, \$44.50; Kenoyer, Dawson, Telephone Refund, \$55.34; KEVIN BERGE BUILDERS LLC, Refund Check, \$87.78; Krogstad, Ryan, Conserve/Demand Incentive, \$25.00; Liles, Holly, Conserve/Demand Incentive, \$400.00; Linton, Tate, Telephone Refund, \$19.68; Morris, Carol, Telephone Refund, \$67.17; OPEL PROPERTIES LLC, Refund Check, \$21.10; O'Sullivan, Patrick, Telephone Refund, \$68.89; Palmer, Megan, Telephone Refund, \$25.44; Richter, Charles, Conserve/Demand Incentive, \$25.00; RICKE, ZACHARIAH & ASHLEY, Refund Check, \$248.63; Schlim, Andrew, Telephone Refund, \$55.34; Sigma Phi Delta, Telephone Refund,

\$486.82; SOUTHLAND COURT, Refund Check, \$64.73; SOUTHLAND COURT, Refund Check, \$61.41; SOUTHLAND COURT, Refund Check, \$66.97; SOUTHLAND COURT, Refund Check, \$93.12; SOUTHLAND COURT, Refund Check, \$91.41; SOUTHLAND COURT, Refund Check, \$97.47; SOUTHLAND COURT, Refund Check, \$25.38; SOUTHLAND ESTATES II, Refund Check, \$34.40; Sullivan, Ramey, Telephone Refund, \$5.27; Tubandt, Manuel Luis, Telephone Refund, \$214.89; Vandiepen, Lauren, Telephone Refund, \$50.07; WALIGOSKE, ROBBY, Refund Check, \$199.67;

#### PERSONNEL INFORMATION

Department Salaries (September): Electric, \$265,326.42; Water, \$129,552.11; Wastewater, \$126,805.48; Telephone, \$318,317.26; Retirement, \$50,473.15; Social Security, \$59,132.75; Insurance, \$105,738.65; Deferred Comp, \$15,382.01.

Salary Changes: H. Beynon, \$4,874.30; B. Drexler, \$9,424.60; J. Reller, \$34.10; S. Lower, \$32.02; D. Weekes, \$37.67; C. Koerlin, \$27.31; L. Voegeli, \$5,510.39;

#### PUBLIC HEARING ON 2025 BUDGET AND PROPOSED RATE ADJUSTMENTS

A public hearing was held on the 2025 Budget and proposed rate increases for wastewater and water. No one appeared and no written complaints were received. The public hearing closed.

#### EXECUTIVE SESSION

Motion was made by Hansen, seconded by Bartels 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 2025 BUDGET

Laura Julius, Financial & IT Manager, gave a brief overview on the proposed 2025 Budget for the Board's consideration. No action was taken. More detail will be shared at the next Utility Board Meeting.

#### FIRST READING OF WASTEWATER RATE REVIEW

The proposed rate increase for wastewater service was reviewed. Motion was made by Hansen, seconded by Bartels 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.

#### FIRST READING OF WATER RATE REVIEW

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

APPLICATION FOR EXTENSION OF SEWER MAINS – 33<sup>RD</sup> AVENUE NORTH HWY. 14 BYPASS

Motion was made by Hansen, seconded by Carruthers that the application for extension of sewer mains and connection into the city sewer system requested by Luke Stephens, Kimura Properties LLC on 33<sup>rd</sup> Avenue North and Highway 14 Bypass be approved. All members present voted in favor of the motion.

SURPLUS PROPERTY FOR DESTRUCTION – 3 ELECTRIC POLES AND VERMILLION MONOPOLE TOWER

Motion was made by Carruthers that the following Resolution No. 32-24 be approved.

RESOLUTION NO. 32 – 24

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:

Four Commercial Electric Poles  
Vermillion Monopole Tower

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 15th day of October, 2024.

ATTEST:

\_\_\_\_\_  
Seth Hansen, Secretary

\_\_\_\_\_  
Tim Harvey, President

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

BIDS

AWARDING OF BIDS

CONDUCTOR – ELECTRIC DEPARTMENT

	Item #1	Item #2	Item #3
	51,000 ft.	30,000 ft.	8,000 ft.
	350 KCMIL	1/0 AWG	4/0 Triplex
	Primary	Primary	Secondary
	<u>Conductor</u>	<u>Conductor</u>	<u>Conductor</u>
DSG	\$317,730.00*	\$119,400.00*	\$19,200.00*
Wesco	\$361,590.00	\$121,200.00	\$18,160.00

\*Noncompliant bids

Motion was made by Hansen, seconded by Carruthers that the following low bids be awarded for Conductor: Wesco for Item #1, \$361,590.00; Item 2, \$121,200.00; and Item #3, \$18,160.00; 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.

WATER STRATEGIC PRIORITIES

The Water Strategic priorities were reviewed. No action was taken.

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Bartels to adjourn to an executive session for the purpose of discussing personnel.

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

\_\_\_\_\_  
Seth Hansen, Secretary

\_\_\_\_\_  
Tim Harvey, President