

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, December 9, 2024, at the Utility Building with the following members present: Bartels, Carruthers, Hansen, Hawley, President Harvey and City Council Liaison Avery.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held November 12, 2024, and the special meeting held November 25, 2024, were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

Advanced Engineering & Environmental Service, Engineering Services, \$36034.68; Allegra, Printed Supplies, \$196.52; Anixter Inc, Supplies, \$1060.83; AT & T Mobility, PCS Phone Service, \$4129.52; Aureon Network Services, LNP Fees, \$60.00; Austreim Excavating, Equipment Rental, \$1520.00; Bally Sports North, Contract Fee, \$8172.70; Banner Associates Inc, Engineering Consulting, \$168.00; Blooston, Mordkofsky, Dickens & Prendergast, LLP, Legal Service, \$994.52; Bluefin Payment Systems, Credit Card Processing Fee, \$13385.94; Bobcat Of Brookings, Supplies, \$65.04; Border States Elec Supply, Supplies, \$3549.38; Border States Elec Supply, Uniforms, \$2834.90; Bowes Construction Inc, Asphalt Patch, \$13245.55; Bowes Construction Inc, Gravel, \$143.99; Brookings Auto Mall, Vehicle Maintenance, \$1564.56; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$104.29; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Municipal Utilities, Office Utility Bill, \$53451.23; Brookings Municipal Utilities, Petty Cash, \$10.70; Brookings Register, Subscription, \$210.00; Bruttys Underground Sprinkler, Fertilizer Application, \$7553.00; Bruttys Underground Sprinkler, Lawn Repair, \$55075.00; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$185.10; Business Track, Credit Card Processing Fee, \$8365.32; Calix Inc., Inventory, \$2687.88; Card Connect, Credit Card Processing Fee, \$9824.11; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$769.54; CDW Government Inc, SCADA Software, \$4938.75; Central Bank, Event Supplies, \$243.00; Century Business Products, Printer/Copier Maintenance, \$1533.72; City of Brookings, Contract Fee, \$6419.28; City of Brookings Landfill, Landfill Fee, \$17.52; Click Rain, Annual CMS License & Maintenance Fee, \$1500.00; Climate Systems Inc, HVAC Maintenance, \$2212.50; Cooperative Network Services, LLC, Consulting Fees, \$175.00; Core & Main, Supplies, \$2397.58; Courtesy Plumbing Inc., Repair/Supplies, \$545.60; Credit Collections Bureau, Delinq. Account Collection, \$708.03; Culligan of Brookings, Bottled Water, \$66.00; Dakota Supply Group, Supplies, \$154.52; DANR, Annual Fee, \$25000.00; Dept Of The Treasury, Federal Tax, \$6033.81; DHE, LLC, Maintenance Fee, \$996.63; Dickson Company, Repair/ Supplies, \$684.89; Downtown Brookings Inc, Event

Supplies, \$30.00; Electrical Engineering & Equip Co, Repair, \$859.06; Farmers Implement Irrigation, Work Equipment Maintenance, \$297.78; Fastenal Company, Supplies, \$727.72; FHS After Prom, Directory Delivery, \$764.50; Foerster Supply Inc, Supplies, \$1325.75; Foerster Testing Limited, Compaction Tests, \$1500.00; Fox Corporation, Contract Fee, \$142.19; Frontier Precision Inc, Supplies, \$995.00; Gacke Enterprise, Lime Sludge Disposal, \$32520.00; Golden West Technologies Inc., Tech Support, \$3612.44; Grainger, Supplies, \$1458.28; Graybar Electric Company, Supplies, \$161.25; Gridor Const., Inc., Water Treatment Plant, \$1361373.00; Gridor Const., Inc., WWTP Facility Thickener, \$26120.00; GuidePoint Security, LLC, Software, \$320.84; Hach Chemical Company, Supplies, \$1562.45; Hello Larsons, LLC, Event Supplies, \$448.80; Homestead Do It Center, Door Handles, \$5941.89; Homestead Do It Center, Supplies, \$238.83; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$270.00; Innovative Systems, Software/Hardware Maintenance, \$27650.00; Insight Direct USA, Inc, ISP Support Agreement, \$1550.00; Interstate All Battery Center, Supplies, \$780.00; Interstate Telecommunications Cooperative, Telephone Expense, \$357.14; Jenne, Inc, Systems/Cabling Inv, \$2657.85; John Deere Financial, Supplies, \$299.14; Karl's TV & Appliance Inc, Supplies, \$107.95; Krogman, Katie, Travel, \$40.80; L G Everist Inc, Quartzite, \$4375.63; Little Prairie Coffee Company, Event Supplies, \$1360.00; Lowe's, Supplies, \$1774.33; Lumen, Telco Settlement, \$272.22; M & T Fire and Safety, Inc, Supplies, \$147.00; Mack, Scott, Travel, \$640.92; Malloy Electric, Repairs/Supplies, \$999.99; Marco Technologies, LLC. NW 7128, Repairs, \$1992.00; Martin's Inc, Diesel/Oil, \$2542.09; Meyer, Steve, Travel, \$147.40; Midcontinent Comm., Contract Fee, \$823.31; Miner County 4-H Club Council, Directory Delivery, \$275.00; Moss Adams LLP, Consulting Service, \$600.00; MVTL Laboratories Inc., Wastewater Analysis, \$401.10; NCTC, TV Programs Fee, \$81453.23; Nexstar Broadcasting, Inc., Contract Fee, \$12534.46; Niklason Masonary, Concrete/Supplies, \$2000.00; Northern Plains Appraisal, LLC, Appraisal Fee, \$2500.00; Northwestern Energy, Natural Gas, \$660.99; OneNeck IT Solutions LLC, Hardware/Software/Consulting, \$1029.99; Outlaw Graphics, Supplies/Decals, \$80.00; Pete Lien & Sons Inc, Chemicals, \$5110.21; Pinnacle Marketing Group, Directory Publication, \$8620.83; Prussman Contracting Inc, Main Repair/Equipment Rental, \$3035.22; Ramsdell F&M Ltd., LP Fill, \$142.71; Schaffer Law Office, Prof. LLC, Legal Service, \$375.00; SD Dept of Rev, Enhanced 911, \$13100.64; SD Treasurer, Sales/Excise Tax, \$140178.14; SD Water & Wastewtr Assn, Membership Dues, \$40.00; SDN Communications, Circuit Lease, \$2693.74; Siteworks Inc, Raw/Treated Water Pipelines, \$407364.03; South Dakota One Call, Locate Fee, \$306.60; Springbrook, Credit Card Processing Fee, \$2458.95; Springbrook Holding Company LLC, Software Support, \$5874.00; Sturdevant's Auto Value, Supplies, \$634.49; Swiftel Communications, Office Phone Bill, \$130691.31; T-Mobile, PCS Phone Service, \$54.67; Turfguard Lawn Service Inc., Weed Spraying, \$80.00; Two Way Solutions Inc, Repairs/Supplies, \$75.99; United Parcel Service, Freight, \$33.80; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$33356.52; US Postmaster-Bkgs, Annual Permit Fee, \$700.00; Wesco, Supplies, \$35369.05; Xcel Energy/NSP, Utility Bill, \$9.17; BOWES CONSTRUCTION, Refund Check, \$2443.24; Bruns, William, Telephone Refund, \$29.96; CHRISTIANSON, MACYN, Refund Check, \$288.56; Desmet, Dale, Telephone Refund, \$19.66; DOOP, SHILOH, Refund Check, \$66.06; Duffy, George & Morgan, Telephone Refund, \$9.08; Ellingson, Ethan, Telephone Refund, \$59.07; Hagen, Brooklyn, Conserve/Demand Incentive, \$175.00; Jensen, Judy, Telephone Refund, \$123.89; Keizer, Sarah, Telephone Refund, \$20.75; Korbel, Duane & Jeanean, Telephone Refund, \$131.02; Krier, Thomas, Telephone Refund, \$54.47; Krogman, Sharon, Telephone

Refund, \$10.91; Labrec, Betty, Telephone Refund, \$65.09; LANDWEHR CONSTRUCTION, Refund Check, \$3348.89; Langbehn, Jared, Conserve/Demand Incentive, \$25.00; Miller, Matthew, Telephone Refund, \$91.71; Peterson, Raymond, Telephone Refund, \$82.61; RESERVES RE 45 LLC, Refund Check, \$30.70; Ross, Bev, Telephone Refund, \$34.35; Rupp, James, Telephone Refund, \$19.06; THE MAN CAVE BARBER SHOP, Refund Check, \$80.00; Thormodsgaard, Rod, Telephone Refund, \$8.17; Tuttle, Samuel, Telephone Refund, \$65.36; UTECH, LORRAINE, Refund Check, \$5.71;

PERSONNEL INFORMATION

Department Salaries (November): Electric, \$261,065.81; Water, \$132,658.03; Wastewater, \$126,484.08; Telephone, \$319,449.84; Retirement, \$52,825.01; Social Security, \$58,170.74; Insurance, \$109,451.34; Deferred Comp, \$15,944.02.

Salary Changes: J. Nutter, \$30.15; M Stearns, \$28.06;

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Hawley 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.

CANCELLING CERTAIN OUTSTANDING CHECKS

Motion was made by Hawley that the following Resolution No. 45-24 be approved.

RESOLUTION NO. 45 – 24

RESOLUTION CANCELLING CERTAIN OUTSTANDING CHECKS

WHEREAS, Brookings Municipal Utilities has issued checks that have been outstanding for more than one hundred eighty days.

WHEREAS, SDCL 9-23-21 allows for cancellation of checks not timely presented.

NOW, THEREFORE, BE IT RESOLVED that the following checks (see listing below) be cancelled and the proper accounts be credited as follows:

Electric Fund	\$3,341.36
Telephone Fund	<u>\$1,601.79</u>
Total	\$4,943.15

**REPORT OF OPEN
CHECKS ELECTRIC FUND 603
THROUGH DATE - 06/30/24**

CHECK NO.	CHECK DATE	AMT. OF CHECK	VENDOR NAME
154810	07/24/2023	\$104.86	Jordan Mertens
154833	07/24/2023	\$141.85	Jordan Snyder
154960	08/14/2023	\$28.82	Riham Hussien
154974	08/14/2023	\$2.06	Zachary Schwartz
155125	08/28/2023	\$47.30	Mohammed Almhed
155432	09/25/2023	\$207.27	Hari Chaudhary
155585	10/10/2023	\$26.15	Genesis Gonzalez
156000	11/27/2023	\$1,600.00	Anytime Fitness
156262	12/11/2023	\$23.63	Cole Woessner
156272	12/22/2023	\$150.00	William Dye
156279	12/22/2023	\$215.00	Travis Pridie
156622	02/12/2024	\$59.35	Caleb Moore
156630	02/12/2024	\$19.84	Ryan Roagers
156823	02/29/2024	\$94.81	Kenneth Oneal Negron Melendez
157210	04/08/2024	\$141.43	David Juarez Espinoza
157480	05/13/2024	\$5.54	Autumn Blevins
157491	05/13/2024	\$21.78	Reginald Hellkamp
157698	05/28/2024	\$100.00	Angel Heredia
157981	06/24/2024	\$145.00	Asledi Castillo
157982	06/24/2024	\$23.86	Amanda Dandurand
157984	06/24/2024	\$110.82	Brynn Graphenteen
157987	06/24/2024	\$6.61	Leann Hall
157995	06/24/2024	\$65.38	Raul Rivera
Total		<hr/> \$3,341.36	

**REPORT OF OPEN
CHECKS TELEPHONE FUND 611
THROUGH DATE - 06/30/24**

CHECK NO.	CHECK DATE	AMT. OF CHECK	VENDOR NAME
154617	07/10/2023	\$16.74	Elise Rasmussen
154793	07/24/2023	\$83.77	Adam Forman
154802	07/24/2023	\$103.82	Callie Johnson
154813	07/24/2023	\$13.49	McKinley Nelson
154816	07/24/2023	\$4.00	Adam Piro
154834	07/24/2023	\$56.67	Cortni Strong
155127	08/28/2023	\$170.00	Kane Basham

155241	09/11/2023	\$2.79	Christopher Christopherson
155260	09/11/2023	\$58.53	Jonathan Linke
155434	09/25/2023	\$19.45	J Dvorak
155454	09/25/2023	\$29.67	Hannah Markman
155456	09/25/2023	\$16.07	Maurices Store 0243
155457	09/25/2023	\$214.51	Tessa Menzel
155464	09/25/2023	\$8.08	Lee Sangkwan
155711	10/23/2023	\$62.02	Devin J Drietz
155715	10/23/2023	\$27.90	Wesley C Harsma
156030	11/27/2023	\$170.00	Dylan Cramer
156135	12/11/2023	\$76.44	Candi Christopherson
156187	12/11/2023	\$36.89	John Jackson
156245	12/11/2023	\$21.82	Roxanne Skulstad
156246	12/11/2023	\$23.00	Arnold Smith
156592	02/12/2024	\$25.93	Austin Adee
156621	02/12/2024	\$2.67	Caleb Moorese
156638	02/12/2024	\$12.17	Bryson Sik
156645	02/12/2024	\$18.51	Rev James Thvedt
156812	02/29/2024	\$5.27	Bailey Heim
156816	02/29/2024	\$65.36	Heather Johnson
156832	02/29/2024	\$31.63	K B Tassler
156834	02/29/2024	\$2.67	Kristin Trana
157482	05/13/2024	\$39.59	Claire's Boutique's Inc
157501	05/13/2024	\$28.79	Ruth Morrill
157697	05/28/2024	\$3.83	Ralph Harvey
157703	05/28/2024	\$53.42	Alexandria Kelly
157708	05/28/2024	\$72.86	Brent Molengraaf
157720	05/28/2024	\$19.19	Dale Wagner
157859	06/10/2024	\$4.24	Matthew Larson
Total		<hr/> \$1,601.79	

Adopted this 9th day of December 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

DELINQUENT WRITE-OFFS

Motion was made by Carruthers that the following Resolution No. 46-24 be approved.

RESOLUTION NO. 46 - 24

RESOLUTION FOR AUTHORIZATION TO WRITE OFF DELINQUENT
ACCOUNTS FOR UTILITIES AND TELEPHONE DEPARTMENTS

BE IT RESOLVED by the Brookings Municipal Utilities Board that pursuant to SDCL 9-22-4, the accounts attached hereto are hereby determined to be uncollectible and shall be removed from the records and disclosed on this year's financial report. Evidence of such debt shall be retained by the Utilities to support subsequent collections of said accounts.

Electric	\$ 76,326.68
Telephone – Wireline	\$ 25,802.04
Wastewater	\$ 12,013.08
Water	\$ 12,559.59
Refuse	\$ 4,013.73
TOTAL	\$130,715.12

Adopted this 9th day of December, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT TO BE DESTROYED

Motion was made by Hansen that the following Resolution No. 47-24 be approved.

RESOLUTION NO. 47 - 24

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:

- 9 – Computer Laptops
- 19 – Computer Monitors
- 3 - IPADS

13 – Personal Computers
3 – Server Racks
1 – Backup Tape Drive
2 – Cisco Switches
1 – Server Backup Device
1 – Baum Folding Machine
YSI Model 5100-Lab Oxygen Instrument SN# 97E0259AH
w/BOD Probe
DR/850 Colorimeter
Calibration Verification Module for Turbidimeter

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 for destruction in accordance with the provision of SDCL 6-13.

Adopted this 9th day of December, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

CHANGE ORDER NO. 1 ON THE BMU RAW & TREATED WATER PIPELINE PROJECT – PHASE 4

Motion was made by Hawley, seconded by Hansen to approve Change Order No. 1 on the BMU Raw & Treated Water Pipeline Project. All members present voted in favor of the motion.

FINAL PAYMENT ON THE BMU RAW & TREATED WATER PIPELINE PROJECT – PHASE 4

Motion was made by Bartels that the following Resolution No. 48-24 be approved.

RESOLUTION NO. 48 - 24

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON BMU RAW AND TREATED WATER
PIPELINES PROJECT – PHASE 4

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$407,364.03 to Siteworks LLC be approved for the BMU Raw and Treated Water Pipelines Project – Phase 4.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 9th day of December, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

FINAL PAYMENT ON THE WWTP GRAVITY THICKENER REPLACEMENT

Motion was made by Hansen that the following Resolution No. 49-24 be approved.

RESOLUTION NO. 49 - 24

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON WWTP GRAVITY THICKENER REPLACEMENT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$26,120.00 to Gridor Construction Inc. be approved for the WWTP Gravity Thickener Replacement.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 9th day of December, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

2025 UTILITY BOARD MEETING DATES

Motion was made by Hawley, seconded by Carruthers to approve the 2025 Utility Board Meeting dates as presented. All members present voted in favor of the motion.

BIDS

AWARDING OF BIDS

The following bids were opened on December 4, 2024 at 11:00 a.m. and presented at this time for consideration.

BMU WELLFIELD EXPANSION PROJECT – WATER DEPARTMENT

	Base Bid	Temporary Pumping
Sentry LLC	\$8,442,850.27	\$28,400.00
Gridor Construction	\$9,869,000.00	\$50,000.00
AB Contracting	\$11,100,000.00	\$44,000.00

Motion was made by Carruthers, seconded by Hawley to approve the low base bid and unit price temporary pumping of Sentry LLC in the amount of \$8,471,250.27 for the BMU Wellfield Expansion Project base bid and unit price item contingent upon SDDANR approval of the bid. All members present voted in favor of the motion.

WATER METERS

Metering & Technology Solutions	\$64,750.00
Ferguson	\$58,500.00

Motion was made by Hansen, seconded by Hawley that the following low bid be awarded for Water Meters: Ferguson for \$58,500.00; 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.

FIBER ACCESS EQUIPMENT

Calix	\$156,518.11
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Motion was made by Carruthers, seconded by Hawley that the following bid be awarded for Fiber Access Equipment: Calix for \$156,518.11; 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.

RECLOSERS

Border States	\$118,900.00
Resco	\$111,227.56
Wesco	\$114,800.00

Motion was made by Hansen, seconded by Hawley that the bids for Reclosers be rejected due to non-compliant bids and that the staff be authorized to negotiate a contract for the purchase of reclosers per SDCL 5018A05 (9). All members present voted in favor of the motion.

EXECUTIVE SESSION

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

The Board reconvened in open session.

Motion was made by Hansen that the following Resolution No. 50-24 be approved.

RESOLUTION NO. 50 - 24

RESOLUTION AUTHORIZING THE AGGREGATE
AMOUNT FOR THE 2025 LONG TERM INCENTIVE COMPENSATION PLAN

WHEREAS on November 12, 2024, the City of Brookings Municipal Utilities Board (the “Board”) approved and adopted the Brookings Municipal Utilities Long-Term Incentive Compensation Plan (the “LTIP”); and

WHEREAS the LTIP provides that each year the Board shall determine the total aggregate amount available for allocation to the Participants’ accounts; and

WHEREAS the Board wishes to declare \$13,000.00 shall be available for allocation to Participant accounts for 2025.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amount of \$13,000.00 be available in the aggregate for allocation to individual Participant accounts.

Adopted this 9th day of December, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President