

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, February 10, 2025, 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 January 13, 2025, January 27, 2025, and January 31, 2025 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.

Active Heating Inc, Supplies, \$864.00; ADP, Inc, Payroll Processing Fee, \$2462.31; Advanced Process Solutions, Inc, Supplies, \$4375.42; Agwrx Cooperative, Supplies/LP, \$1913.19; Allegra, Printed Supplies, \$1703.01; Appera, Supplies, \$68.60; AT & T Mobility, PCS Phone Service, \$2964.62; Auto Pro SD LLC, Supplies, \$206.50; Bluefin Payment Systems, Credit Card Processing Fee, \$13677.91; Bobcat Of Brookings, Supplies, \$862.98; Border States Elec Supply, Supplies, \$752.31; Border States Elec Supply, Systems/Cabling Inv, \$3042.24; Border States Elec Supply, Uniforms, \$3554.23; Bowes Construction Inc, CDL Training Program, \$5000.00; Brookings Area Chamber Of Commerce, Membership Dues, \$5000.00; Brookings Auto Mall, Vehicle Maintenance, \$666.53; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$441.88; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings Equipment Inc, Supplies, \$5.22; Brookings Municipal Utilities, Office Utility Bill, \$57195.61; Brookings Radio, Advertising, \$2400.00; Brookings School District- High School, Advertising, \$6000.00; Brookings Small Engine LLC, Supplies/Repair, \$35.59; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$185.10; Business Track, Credit Card Processing Fee, \$8409.11; Calix Inc., Inventory, \$64365.85; Calix Inc., Supplies, \$17201.85; Card Connect, Credit Card Processing Fee, \$9714.68; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$1358.56; Choice IT Global LLC, Supplies, \$454.19; City of Brookings, Contract Fee, \$6207.85; City of Brookings, OPEB Milliman Valuation, \$5033.00; Connections Inc, EAP Service, \$1044.27; Core & Main, Supplies, \$713.85; Courtesy Plumbing Inc., Repair/Supplies, \$137.35; Credit Collections Bureau, Delinq. Account Collection, \$1092.46; Culligan of Brookings, Bottled Water, \$66.00; Dakota Supply Group, Supplies, \$726.80; Dakota Supply Group, Systems/Cabling Inv, \$325.42; Dave's Window Cleaning, Inc, Window Service, \$80.00; Dept Of The Treasury, Federal Tax, \$5680.19; Detection Instruments Corp., Supplies, \$421.95; DeZURIK, Inc., Supplies, \$427.30; DHE, LLC, Maintenance Fee, \$996.63; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$1697.52; ePlus Technology, Inc, ISP Support/

Equipment, \$1379.66; FanDuel Sports Network, Contract Fee, \$3870.62; Fastenal Company, Supplies, \$422.21; Foerster Supply Inc, Supplies, \$1005.00; Fox Corporation, Contract Fee, \$149.82; Franz Reprographics, Inc, Plotter Maintenance, \$166.24; Frontier Precision Inc, Supplies, \$396.82; G & R Controls, Inc, Equipment Repair/Supplies, \$2452.41; Gardner Denver Nash, LLC, Blower Maintenance, \$22234.66; Golden West Technologies Inc., Tech Support, \$3838.76; GP Auto Service & Repair, Vehicle Maintenance, \$67.76; Grainger, Supplies, \$1050.15; Graybar Electric Company, Supplies, \$763.96; Graybar Electric Company, Systems/Cabling Inv, \$124.13; Gridor Const., Inc., Water Treatment Plant, \$1179699.00; Hach Chemical Company, Supplies, \$1687.10; Hawkins Inc, Chemicals, \$8678.27; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$715.00; Homestead Do It Center, Supplies, \$184.25; Hy-Vee #55635, Supplies/Event Supplies, \$744.36; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$680.00; Innovative Systems, LLC, Software/Hardware Maintenance, \$21900.00; Interstate All Battery Center, Supplies, \$811.20; Interstate All Battery Center, Supplies, \$379.65; Interstate Telecommunications Cooperative, Telephone Expense, \$359.61; Jimmy Johns #926, Meeting Supplies, \$104.79; John Deere Financial, Supplies, \$25.24; Karl's TV & Appliance Inc, Supplies, \$249.99; Lake County International Inc., Work Equipment Maintenance, \$25.98; Liberty Septic, Inc, Sludge Treatment, \$3200.00; Lincoln County Treasurer, Drainage Fee, \$209.64; Lowe's, Supplies, \$1360.81; Lumen, Telco Settlement, \$272.22; Martin's Inc, Diesel/Oil, \$609.87; Matheson Tri-Gas Inc, Supplies, \$329.51; Midcontinent Comm., Contract Fee, \$555.62; Millard, Josh, CDL License Renewal, \$33.00; MMUA, Safety Training, \$7911.00; MVTL Laboratories Inc., Wastewater Analysis, \$158.70; NavePoint, Systems/Cabling Inv, \$399.00; NCTC, TV Programs Fee, \$84062.48; Nexstar Broadcasting, Inc., Contract Fee, \$13946.31; Northwestern Energy, Natural Gas, \$2986.78; Novak Sanitary Service, Shredding, \$237.98; Office Peeps Inc, Supplies, \$3089.59; OneNeck IT Solutions LLC, Hardware/Software/Consulting, \$5410.83; Papa John's Pizza, Event Supplies, \$195.93; Party Depot, Event Supplies, \$133.67; Pete Lien & Sons Inc, Chemicals, \$11603.52; Pinnacle Marketing Group, Directory Publication, \$17241.66; Prussman Contracting Inc, Main Repair/Equipment Rental, \$8791.15; Quadient, Inc., Postage Meter Rental, \$1226.00; RC First Aid, Supplies, \$111.00; Rental Depot, Equipment Rental, \$109.95; Resco, Supplies, \$6112.04; Runnings, Supplies, \$5006.85; Runnings, Uniforms, \$117.98; Schaffer Law Office, Prof. LLC, Legal Service, \$225.00; SD Dept of Environ & Nat, Certification, \$60.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$2394.00; SD Dept of Rev, Enhanced 911, \$12971.28; SD Treasurer, Sales/Excise Tax, \$179174.10; SDN Communications, Circuit Lease, \$2329.03; Sioux Valley Energy, Dispatching Service, \$1100.00; Sioux Valley Environmental, Inc, Supplies, \$995.00; South Dakota One Call, Locate Fee, \$43.05; Springbrook, Credit Card Processing Fee, \$2586.74; Springbrook Holding Company LLC, Software Support, \$6065.00; Springbrook Holding Company LLC, TOU/AMI Software Improvements, \$1320.00; SPX Aids To Navigation, Monitoring Service, \$480.00; Stan Houston Equipment Co Inc, Supplies, \$1129.30; Stuart C. Irby, Padmounted Switchgears, \$133300.00; Stuart C. Irby, Supplies, \$4235.00; Sturdevant's Auto Value, Supplies, \$1315.68; Swiftel Communications, Office Phone Bill, \$164540.36; Teledynamics, Systems/Cabling Inv, \$78.32; Tires Tires Tires, Vehicle Maintenance, \$173.68; Travel Leaders, Air Fare, \$3207.44; Trojan Technologies Group, ULC, Supplies, \$28924.14; United Parcel Service, Freight, \$36.00; Universal Service Adm. Co, USAC Contribution, \$32854.15; USA Bluebook, Supplies, \$499.66; VoIP Supply Co, Systems/Cabling Inv, \$8750.00; Wesco, Underground Conductor, \$126403.52; WW Tire Service Inc, Work Equipment Maintenance, \$825.57; Xcel Energy/NSP, Utility Bill, \$12.31; Advance - 509

Location, Conserve/Demand Incentive, \$95.58; Advance - 905 Location, Conserve/Demand Incentive, \$43.99; Advance - SLA Apartments, Conserve/Demand Incentive, \$83.58; Advance Assisted Living, Conserve/Demand Incentive, \$104.48; Bechtold, Gage, Telephone Refund, \$38.45; Belle Fleur, Samuel, Telephone Refund, \$62.03; Brookings Municipal Utilities Vehicle Storage, Conserve/Demand Incentive, \$2173.00; Bruinsma, Keith, Conserve/Demand Incentive, \$25.00; Cherry, Dalton, Telephone Refund, \$6.74; Coombes, Dan, Conserve/Demand Incentive, \$25.00; Craig, Thomas, Conserve/Demand Incentive, \$25.00; Dakota Service & Repair, Telephone Refund, \$57.64; Estheva Spa Therapies, Telephone Refund, \$117.98; Heirigs, Skyler, Telephone Refund, \$5.44; Jones, Nadine, Telephone Refund, \$20.15; Metz Baking Company, Telephone Refund, \$37.04; Odegaard, Marge, Telephone Refund, \$68.53; Pokorny, Drew, Telephone Refund, \$76.44; Seegar Consulting, Telephone Refund, \$31.73; Shuman, Jesse, Telephone Refund, \$21.25; Speiser, Jessica, Telephone Refund, \$72.17; Swenson, Lance, Conserve/Demand Incentive, \$25.00; Watrel, Bob, Conserve/Demand Incentive, \$150.00; Wesley, Toby, Telephone Refund, \$13.81;

### QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of fourth quarter 2024.

### POLICY MANUAL AMENDMENT

The Board discussed the Policy Manual Amendment. After some discussion, motion was made by Hawley, seconded by Hansen to table this resolution until the March 10, 2025 Utility Board Meeting. The staff will bring back a red-line version of the proposed changes to the Policy Manual Amendment.

### SURPLUS EQUIPMENT FOR DESTRUCTION

Motion was made by Hansen, seconded by Bartels to approve Resolution No. 3-25.  
RESOLUTION NO. 3 - 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:

Printer:

- Okidata MPS3537MC Printer (Directory) SN# AK4051430A0ST

Central Office Equipment:

- Lorain DC to AC Power Inverter system installed in 1992

Internet equipment:

- 3 HP Internet Core Server/Software Platform
- 2 Brocade 24-port Switches
- 2 Cisco ASA Firewalls
- 2 HP Workstation Monitors
- 4 Brocade FCX624S – 24-port Switches
- 2 HP Proliant DL360 G6 Internet Servers
- 1 HP KVM 0X2X16 Server

Inventory items:

ONT Cards	867
ONT UPS Battery Back-ups	42
Set-Top-Boxes	113
STB Remotes	284
Video Access. (Switches, HPNA's, filters, WAPs etc.) BOPS, Moca's	132
Modems & Routers	10
Wire	11,122
Misc Shop tools	3
Phone & Accessories	3
Hard Hats	26
Yellow Tip/Other Power Cords	387
HDMI Cables	226

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 10<sup>th</sup> day of February, 2025.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

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

SCHOLARSHIP PROGRAM REVIEW

An annual review of the BMU Scholarship Program was held. Motion was made by Hawley, seconded by Hansen to keep the scholarship program the same by offering 3 - \$1,000

scholarships to three recipients per the guidelines adopted previously. All members present voted in favor of the motion.

AUTHORIZATION TO PURCHASE GASOLINE FOR BMU FOR 2025

Motion was made by Bartels, seconded by Hawley that in compliance with SDCL 5-18-25 and after soliciting quotations from 14 suppliers on quotation forms on file in the office of the Executive Vice President/General Manager for BMU’s fuel needs for 2025, the following quotations were received and a contract will be entered into with Schoon’s Pump ‘N Pak of Brookings. All members voted in favor of the motion.

	Unleaded Gasoline	
	Market Amount	Over the Rack Price
	<u>With Ethanol</u>	<u>Without Ethanol</u>
Schoon’s Pump ‘N Pak	.0294¢	.0294¢
Classic Corner	.0725¢	.0725¢

BIDS

AWARDING OF BIDS

FIRE HYDRANTS, VALVES AND RELATED SUPPLIES – WATER DEPARTMENT

	Bid Schedule 1 Hydrants	Bid Schedule 2 Gate Valves
Dakota Supply Group	No Bid	\$107,705.25
Core & Main	\$83,447.90	\$103,862.55
Ferguson Waterworks	\$81,990.15	\$119,814.21

Motion was made by Bartels, seconded by Hawley that the following low bids be approved: Ferguson Waterworks for Hydrants and Related Supplies, \$81,990.15 and Core & Main for Gate Valves, \$103,862.55; 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.

BMU RAW & TREATED WATER PIPELINES – PHASE 5

	Bid Schedule A	Bid Schedule B	Total Bid
Prunty Construction	\$4,900,613.50	\$229,167.50	\$5,129,781.00
Winter Contracting	\$5,303,266.00	\$257,102.00	\$5,560,368.00
Metro Construction	\$5,466,423.96	\$249,323.28	\$5,715,747.24
LL & Sons Excavating	\$6,315,589.38	\$226,853.04	\$6,542,442.42
605 Companies Inc.	\$9,208,249.00	\$250,905.50	\$9,459,154.50

Motion was made by Bartels, seconded by Hawley that the following low bid of Prunty Construction in the amount of \$5,129,781.00 for BMU Raw & Treated Water Pipelines – Phase 5 be approved contingent upon SDDANR approval; 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.

#### IT STRATEGIC PRIORITIES

Laura Julius and Phil Egeberg reported on the IT strategic priorities. No action was taken.

#### EXECUTIVE SESSION

Motion was made by Hawley, seconded by Carruthers that the Board adjourn to an executive session to consult with legal counsel and review communications from legal counsel about proposed or pending litigation or contractual matters, discuss marketing or pricing strategies, discuss cyber security plans, computer, communications network schema, passwords or user identification names and personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

#### ADJOURNMENT

The meeting adjourned.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President