

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 12, 2024, at the Utility building with the following members present: Bartels, Hansen, Hawley and President Harvey and City Council Liaisons Avery. Absent: Carruthers..

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held July , and the special meeting held June 24, 2024, were read and approved. All members present voted in favor of the motion.

APPROVAL OF BILLS AND CLAIMS

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

605 Custom Design LLC, Event Supplies, \$749.00; 605 Custom Design LLC, Uniforms, \$120.00; ABM Manufacturing LLC, Supplies, \$25.00; ADP, Inc, Payroll Processing Fee, \$1999.84; A-I Computer Solutions Of Brookings Inc, Supplies, \$159.98; Allegra, Printed Supplies, \$196.52; Anixter Inc, Supplies, \$286.38; Appera, Supplies, \$68.60; Aqua-Tronics Inc, Cable Fault Locator Transmitter, \$6220.29; Aqua-Tronics Inc, Supplies, \$164.82; AT & T Mobility, PCS Phone Service, \$3418.22; Aureon Network Services, LNP Fees, \$240.00; Austreim Excavating, Equipment Rental, \$382.50; Bally Sports North, Contract Fee, \$8345.50; Banner Associates Inc, Engineering Consulting, \$3882.65; Bendix Inc., Printer/Copier Maintenance, \$65.83; Bluefin Payment Systems, Credit Card Processing Fee, \$12199.85; Bobcat Of Brookings, Supplies/Equipment Rental, \$428.95; Border States Elec Supply, Supplies, \$5258.01; Bowes Construction Inc, Gravel, \$101.15; Brookings Auto Mall, Vehicle Maintenance, \$1288.87; Brookings County Finance Office, Vehicle Registration/Plates, \$7001.44; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$48.98; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Engraving, Supplies, \$74.00; Brookings Municipal Utilities, Office Utility Bill, \$52627.38; Brookings Radio, Advertising, \$1895.00; Brower Construction, Roof Repair, \$6250.00; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$370.20; Business Track, Credit Card Processing Fee, \$8217.29; Calix Inc., Inventory, \$388.83; Card Connect, Credit Card Processing Fee, \$9127.11; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$391.58; CBS Sports Network, Contract Fee, \$272.51; CDW Government Inc, Computer Supplies, \$1377.10; CDW Government Inc, Systems/Cabling Inv, \$15.24; Century Business Products, Printer, \$1696.42; Century Business Products, Printer/Copier Maintenance, \$1320.23; Century Link, Telephone Expense, \$334.34; City of Brookings, Contract Fee, \$6441.84; City of Brookings Landfill, Landfill Fee, \$244.87; Complete Plumbing Inc., Labor/Supplies, \$1033.56; Connections Inc, EAP Service, \$1025.82; Core & Main, Check Valves/Gaskets/Seals, \$14294.46; Core & Main, Supplies, \$11866.93;

Courtesy Plumbing Inc., Repair/Supplies, \$878.90; Credit Collections Bureau, Delinq. Account Collection, \$284.67; Crescent Electric Supply, Systems/Cabling Inv, \$125.90; Crippled Designs, Uniforms, \$14.00; Culligan of Brookings, Bottled Water, \$66.00; Dakota Supply Group, Systems/Cabling Inv, \$3722.57; Dave's Window Cleaning, Inc, Window Service, \$78.00; Dept Of The Treasury, Federal Tax, \$5927.92; DesLauriers, Scott, Conserve/Demand Incentive, \$25.00; DeZURIK, Inc., Supplies, \$5166.78; DGR Engineering Inc, Engineering Service, \$4306.50; DHE, LLC, Maintenance Fee, \$996.63; Directory Resources Co LLC, Software Maintenance, \$2500.00; Einspahr Auto Plaza, Vehicle Maintenance, \$217.45; Ethanol Products LLC, Chemicals, \$906.72; Eurofins Eaton Analytical LLC, Analysis, \$300.00; Express Communications, Inc., Telco Settlement, \$10142.38; Farmers Implement Irrigation, Work Equipment Maintenance, \$6288.34; Fastenal Company, Supplies, \$88.10; Foerster Supply Inc, Supplies, \$898.00; Fox Corporation, Contract Fee, \$124.99; Fox Scientific Inc., Supplies, \$546.37; Franz Reprographics, Plotter Maintenance, \$172.03; Frontier Precision Inc, Supplies, \$873.00; G & R Controls, Equipment Repair/Supplies, \$3108.66; Gacke Enterprise, Lime Sludge Disposal, \$15488.00; General Repair Service Inc, Repair/Supplies, \$3778.15; Golden West Technologies Inc., Tech Support, \$4760.00; Grainger, Supplies, \$795.96; Graybar Electric Company, Supplies, \$7776.90; Graybar Electric Company, Systems/Cabling Inv, \$5371.69; Gridor Const., Inc., Water Treatment Plant, \$1161135.00; Gridor Const., Inc., WWTP Gravity Thickener, \$155016.60; GuidePoint Security, LLC, Hardware, \$13553.04; GuidePoint Security, LLC, Software Licensing, \$383.08; Hawkins Inc, Chemicals, \$12816.61; HDR, Inc, Engineering Service, \$8320.00; Heartland Video Systems, Inc., Supplies, \$1005.52; Hillyard/Sioux Falls, Janitorial Supplies, \$622.84; Homestead Do It Center, Supplies, \$991.26; Hometown Service & Tire LLC, Vehicle Maintenance, \$360.00; Hydro-Klean, LLC, Manhole Rehabilitation, \$101620.35; Innovative Systems, Software/Hardware Maintenance, \$21900.00; Interstate All Battery Center, Supplies, \$3120.00; Interstate Telecommunications Cooperative, Telephone Expense, \$357.82; Jaymar, Printed Supplies, \$1007.90; Jenne, Inc, Systems/Cabling Inv, \$1513.05; John Deere Financial, Supplies, \$103.87; Johnny On The Spot, Inc, Toilet Rental, \$300.00; Justice Fire & Safety Inc, Fire Extinguisher/Maintenance, \$840.00; Kenner Plumbing Inc., Repairs/Supplies, \$410.88; Locators & Supplies, Supplies, \$46.26; Lone Star Telequip, Inc., Supplies, \$103.70; Lowe's, Supplies, \$2701.30; Lowe's, Systems/Cabling Inv, \$97.10; Lumen, Telco Settlement, \$272.22; M & T Fire and Safety, Inc, Supplies, \$320.00; Martin's Inc, Diesel/Oil, \$935.00; Matheson Tri-Gas Inc, Supplies, \$563.89; Mediacom LLC, Broadband Service, \$89.95; Mid South Telecom, Repairs/Supplies, \$100.00; Midamerican Energy, Utility Bill, \$13.59; Midcontinent Comm., Contract Fee, \$652.97; Missouri River Energy Services, Supplemental Power, \$1771348.63; Missouri River Energy Services, WAPA Allocation, \$260391.94; Monnens, Micheal, Conserve/Demand Incentive, \$425.00; Moss Adams LLP, Consulting Service, \$600.00; MVTL Laboratories Inc., Wastewater Analysis, \$499.20; Napa Auto Parts, Supplies, \$23.83; NCTC, TV Programs Fee, \$82194.03; Nexstar Broadcasting, Inc., Contract Fee, \$12726.27; Northern Truck Equipment, Equipment/Maintenance, \$358.46; Northwestern Energy, Natural Gas, \$56.67; Novak Sanitary Service, Shredding, \$322.73; Office Peeps Inc, Supplies, \$691.20; OneNeck IT Solutions LLC, Annual Subscription/Maintenance, \$8817.96; OneNeck IT Solutions LLC, Hardware/Software/Consulting, \$4103.25; OneNeck IT Solutions LLC, Network Adapters, \$5897.61; Outlaw Graphics, Supplies/Decals, \$450.00; Patriots Grub and Sweets, Employee Recognition, \$150.00; Pete Lien & Sons Inc, Chemicals, \$19182.12; Pizza Ranch, Event Supplies, \$517.95; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$481743.94; Prussman Contracting Inc, Lead Water Service Replacement,

\$175210.88; Prussman Contracting Inc, Main Repair/Equipment Rental, \$1081.25; Quadiant, Inc., Postage Meter Rental, \$832.00; Ramsdell F&M Ltd., LP Fill, \$13.86; Resco, Supplies, \$1924.55; Runnings, Supplies, \$4737.73; Schaffer Law Office, Prof. LLC, Legal Service, \$200.00; Schoon's Pump N' Pak, Vehicle Gasoline, \$1962.96; SD Dept of Environ & Nat, Certification, \$60.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$338.00; SD Dept of Rev, Enhanced 911, \$13067.32; SD Telecom Association, Assessment, \$11943.00; SD Treasurer, Sales/Excise Tax, \$189268.45; SDN Communications, Circuit Lease, \$19568.93; Sioux Valley Environmental, Supplies, \$250.00; Siteworks Inc, Raw/Treated Water Pipelines, \$382783.82; South Dakota One Call, Locate Fee, \$706.65; South Dakota Public Assurance Alliance, General Liability/Property Ins, \$215.19; Springbrook, Credit Card Processing Fee, \$2395.93; Springbrook Holding Company LLC, Software Support, \$6391.00; Stan Houston Equipment Co Inc, Supplies, \$518.00; Sturdevant's Auto Value, Supplies, \$202.47; Swiftel Communications, Office Phone Bill, \$126285.86; Teledynamics, Systems/Cabling Inv, \$330.46; The UPS Store, Freight, \$50.09; Thermo Fisher Scientific (Asheville) LLC, Supplies, \$685.24; Thryv, Advertising, \$441.06; T-Mobile, PCS Phone Service, \$54.67; Turfguard Lawn Service Inc., Weed Spraying, \$80.00; Uline, Supplies, \$850.44; United Parcel Service, Freight, \$50.70; Universal Service Adm. Co, USAC Contribution, \$30627.67; USA Bluebook, Supplies, \$4816.97; Vantage Point Solutions Inc., Engineering Consulting, \$2305.00; Vermeer High Plains, Supplies, \$624.00; VoIP Supply Co, Systems/Cabling Inv, \$588.69; Wesco, Supplies, \$2962.98; Winter Contracting, LLC, Interceptor Replacement Phase 3, \$196474.41; Witt, Eric, Travel, \$128.72; Xcel Energy/NSP, Utility Bill, \$9.27; Zesto, Event Supplies, \$733.50; ZOHO Corporation, Annual Subscription, \$5995.00; ANDERSON, KYLIE, Refund Check, \$159.87; Applebee's Neighborhood Grill, Telephone Refund, \$33.21; Bardales Castellanos, Aryeri, Telephone Refund, \$55.34; Barnes, Paul, Telephone Refund, \$324.59; Berens, Makayla, Telephone Refund, \$55.34; Biermann, Spencer, Telephone Refund, \$76.44; Blogg, Jenna, Telephone Refund, \$18.45; Boomsma, Lizzi, Telephone Refund, \$37.41; Brummer, Russell, Telephone Refund, \$40.86; Chapin, Karlee, Telephone Refund, \$50.86; Christenson, Cody, Telephone Refund, \$49.02; Christiansen, Seth, Telephone Refund, \$60.61; Converse, Craig, Telephone Refund, \$39.62; Dejong, Jason, Telephone Refund, \$55.34; Depriest, Jaron, Telephone Refund, \$95.15; Devine, Laura, Telephone Refund, \$21.37; Devries, Emerson, Telephone Refund, \$55.34; Dybdahl, Braden, Telephone Refund, \$90.29; Elgert, Jesse, Telephone Refund, \$55.34; Fawcett, Travis, Telephone Refund, \$7.91; Fiedler, Connor, Telephone Refund, \$99.80; Fischer, Harley, Telephone Refund, \$69.96; Flanagan, Moriah, Telephone Refund, \$36.90; Funderburg, Preston, Telephone Refund, \$60.61; Greenfield, Garret, Telephone Refund, \$82.44; Hai, Darla, Telephone Refund, \$46.62; Hall-Schmitz, Kennedy, Telephone Refund, \$140.00; Hardt, Mary, Telephone Refund, \$8.01; Hatfield, Gary, Telephone Refund, \$237.82; Headley, Marcella, Telephone Refund, \$23.80; Heilman, Spencer, Telephone Refund, \$68.89; Helland, James, Telephone Refund, \$6.84; Hettinga, Meghan, Telephone Refund, \$82.44; Holm, Carter, Telephone Refund, \$82.44; Houg, John, Telephone Refund, \$72.17; Hunter, Cala, Telephone Refund, \$57.98; HUNTER, JODI, Refund Check, \$19.77; INNOVATION VILLAGE, Refund Check, \$49.53; Krogman, Caden, Telephone Refund, \$28.99; Ladany, Megan, Telephone Refund, \$74.78; Lindgren, Caren, Telephone Refund, \$36.48; Ludewig, Collin, Telephone Refund, \$139.72; Mahatoo, Reece, Telephone Refund, \$78.73; Marolt, Sylvia, Telephone Refund, \$55.34; Martinmaas, Cameron, Telephone Refund, \$44.80; McAreavey, Kayla, Telephone Refund, \$18.70; McCormick, Kibbi, Telephone Refund, \$82.44; Mehegan, Joanne, Telephone Refund, \$49.23; Mesner, Candace, Telephone Refund, \$55.77;

Mesner, Olivia, Telephone Refund, \$55.77; Miles, Hunter, Telephone Refund, \$36.90; Mills, Jacob, Telephone Refund, \$38.77; Mirreaux, Elias, Telephone Refund, \$242.17; Mollard, Alexandria, Telephone Refund, \$94.22; Nelson, Alyssa, Telephone Refund, \$54.86; Oneill, Terry, Telephone Refund, \$78.73; Pahl, Doris, Telephone Refund, \$18.66; Parks, Sean, Telephone Refund, \$98.15; Parry, Dawson, Telephone Refund, \$250.00; Pedde, Ryker, Telephone Refund, \$60.61; Perumal, Omathanu, Telephone Refund, \$33.85; Peterson, Tate, Telephone Refund, \$94.22; Risa, Walker, Telephone Refund, \$59.05; Rocha, Miguel, Telephone Refund, \$82.44; Rust, Travis, Telephone Refund, \$99.06; Sargeant, Lynn, Telephone Refund, \$15.69; Sattler, Sierra, Telephone Refund, \$68.89; Sayre, Tyler, Telephone Refund, \$55.34; Schaap, Emma, Telephone Refund, \$44.80; Shoup, Carter, Telephone Refund, \$86.36; Smith-Schierholz, Casey, Telephone Refund, \$104.99; Sorlie, Shay, Telephone Refund, \$2.08; Stoel, Samantha, Telephone Refund, \$55.34; SVARTOIEN, CALEB, Refund Check, \$153.23; Svartoien, Caleb, Telephone Refund, \$63.25; Swee, Sabrina, Telephone Refund, \$36.09; Thompson Electric, Telephone Refund, \$17.16; Tornberg, Sadie, Telephone Refund, \$13.11; Tuttle, Nathan, Telephone Refund, \$86.36; Whitaker, Carrie, Telephone Refund, \$98.53; WICKS, ZENO & ROXANNE, Refund Check, \$60.01; Woolston, Timothy, Telephone Refund, \$66.73; Younis, Mohammad, Telephone Refund, \$40.68; Zehms, Matthew, Telephone Refund, \$217.19;

PERSONNEL INFORMATION

Department Salaries (July): Electric, \$282,718.90; Water, \$136,759.34; Wastewater, \$135,309.54; Telephone, \$336,863.95; Retirement, \$49,840.10; Social Security, \$64,337.19; Insurance, \$105,838.65; Deferred Comp, \$15,476.48.

Salary Changes: P. Chase, \$25.91; K. McClain, \$26.34

HENKINSCHULTZ PRESENTATION

HenkinSchultz staff presented their media report, focusing in on activity from May to June 2024.

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Bartels to adjourn to an executive session for the purpose of consulting with legal counsel and reviewing communications from legal counsel about proposed or pending litigation or contractual matters and discuss marketing or pricing strategies and personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Financial & IT Manager, presented a quarterly financial review of second quarter 2024.

REVIEW OF 2025 CAPITAL IMPROVEMENT PROGRAM

The staff presented the proposed 2025 Capital Improvement Program for all funds. No action was taken.

MUTUAL AID AGREEMENT WITH MINNESOTA MUNICIPAL UTILITIES ASS'N

Motion was made by Hawley that the following Resolution No. 26-24 be approved.

RESOLUTION NO. 26 - 24

RESOLUTION REGARDING MUTUAL AID ASSISTANCE

WHEREAS Brookings Municipal Utilities, (“Utility”), operates and maintains a municipal electric, water, wastewater, and telecommunications utility.

WHEREAS, Utility wishes to cooperate with other cities which own and operate utility systems and other publicly owned utility organizations (“Publicly Owned Utilities”); and

WHEREAS, Utility is a member of the Minnesota Municipal Utilities Association (“MMUA”) and MMUA has developed a program to encourage and foster mutual aid between and among Publicly Owned Utilities in the event of disasters and emergencies; and

WHEREAS, the Federal Emergency Management Agency (“FEMA”) has established a rule which provides that FEMA will reimburse mutual aid costs for a particular disaster or emergency only if mutual aid participants have signed a written agreement prior to that disaster or emergency; and

WHEREAS, prudent and appropriate charges should be established from time to time which may be paid to Utility for its provision of mutual aid services and which may be paid to other Publicly Owned Utilities which may provide mutual aid assistance to Utility.

NOW THEREFORE BE IT RESOLVED BY the Brookings Municipal Utilities Board:

1. The Executive Vice President/General Manager is hereby authorized and directed to execute and deliver the MMUA Mutual Aid Agreement (attached hereto) and such other documents and agreements as may be necessary to implement Utility’s participation in the MMUA Mutual Aid Program and to qualify for FEMA reimbursement of mutual aid costs.
2. The managing staff of the Utility shall establish reasonable rates for reimbursement of its labor and equipment costs as contemplated in FEMA rules, and periodically revise such rates as necessary.

3. Utility will provide mutual aid assistance to other Publicly Owned Utilities if management determines (a) that the reliability and performance of utility’s system(s) and the public health and safety of city residents and customers will not be materially and adversely affected, (b) the other Publicly Owned Utility has executed the MMUA Mutual Aid Agreement (or an agreement substantially similar in form and content) and (c) the other Publicly Owned Utility has established rates for reimbursement of Utility’s labor and equipment costs which are reasonably comparable to those established by Utility.

Adopted this 12th day of August, 2024.

ATTEST:

Seth Hanson, Secretary

Tim Harvey, President

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

FINAL PAYMENT ON THE 2023 REHABILITATION PROJECT

Motion was made by Hansen that the following Resolution No. 27-24 be approved.

RESOLUTION NO. 27 - 24

RESOLUTION APPROVING WORK AND AUTHORIZING
FINAL PAYMENT ON 2023 MANHOLE REHABILITATION PROJECT

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$101,620.35 to Hydro Klean LLC be approved for the 2023 Manhole Rehabilitation Project.

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

Adopted this 12th day of August, 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 – EAST REMOTE BATTERIES

Motion was made by Hansen that the following Resolution No. 28-24 be approved.

RESOLUTION NO. 28 - 24

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT
CENTRAL OFFICE BATTERIES

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:

Qty 24 - Central Office batteries – 2 Volt, 1200A each

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 August, 2024.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

ELECTRIC STRATEGIC PRIORITIES

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

EXECUTIVE SESSION

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