

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

#### ADOPTION OF AGENDA

The agenda was adopted.

#### MINUTES

Minutes of the regular meeting held August 12, 2024, and the special meetings held August 26, 2024, were read and approved.

#### 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.

20/20 Family Vision, Safety Glasses, \$305.00; ABRA Autobody & Glass of Brookings, Vehicle Maintenance, \$163.33; A-I Computer Solutions Of Brookings Inc, Supplies, \$19.99; Allegra, Printed Supplies, \$128.18; Appeara, Supplies, \$63.68; AT & T Mobility, PCS Phone Service, \$3361.66; Bally Sports North, Contract Fee, \$8328.22; Bluefin Payment Systems, Credit Card Processing Fee, \$14910.16; Bobcat Of Brookings, Supplies/Equipment Rental, \$574.30; Bobcat Of Brookings, Trailer, \$15480.00; Border States Elec Supply, Supplies, \$4160.91; Border States Elec Supply, Systems/Cabling Inv, \$486.92; Brookings Auto Mall, Vehicle Maintenance, \$74.90; Brookings County Finance Office, Vehicle Registration/Plates, \$4086.34; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$6.40; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Municipal Utilities, Office Utility Bill, \$57574.31; Brookings Small Engine LLC, Supplies/Repair, \$71.85; Business Track, Credit Card Processing Fee, \$9934.25; Card Connect, Credit Card Processing Fee, \$9473.46; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$347.60; CBS Sports Network, Contract Fee, \$283.11; CDW Government Inc, Computer Supplies, \$956.08; City of Brookings, Contract Fee, \$6441.84; Core & Main, Supplies, \$9146.28; Courtesy Plumbing Inc., Repair/Supplies, \$244.03; Credit Collections Bureau, Delinq. Account Collection, \$240.41; Culligan of Brookings, Bottled Water, \$66.00; Dakota Bodies LLC, Hotstick Box, \$2262.84; Dakota Mainstem, Membership Dues, \$2915.58; Dakota Supply Group, Supplies, \$1292.18; Dave's Window Cleaning, Inc, Window Service, \$78.00; Dept Of The Treasury, Federal Tax, \$6083.67; DHE, LLC, Maintenance Fee, \$996.63; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$1431.71; Double K Sales & Detailing LLC, Work Equipment Maintenance, \$1850.29; Flexible Pipe Tools & Equip, Work Equip Maintenance/Supplies, \$821.00; Foerster Supply Inc, Supplies, \$230.00; Fortra, LLC, License/Support, \$5399.18; Fox Corporation, Contract Fee, \$129.92; Golden West Technologies Inc., Tech Support, \$6067.20; Goldfield Telecom LC, Supplies, \$1693.23; Grainger, Supplies, \$368.71; Graybar Electric Company, Supplies, \$1230.54; Graybar Electric Company,

Systems/Cabling Inv, \$17753.18; Gridor Const., Inc., Water Treatment Plant, \$1479513.00; Hawkins Inc, Chemicals, \$7054.00; HDR, Inc, Engineering Service, \$14137.50; Homestead Do It Center, Supplies, \$62.10; Huber Technology Inc, Supplies, \$529.90; Innovative Systems, Software/Hardware Maintenance, \$21900.00; Insight Direct USA, Inc, Warranty Extension, \$2840.04; Interstate Telecommunications Cooperative, Telephone Expense, \$369.76; Jenne, Inc, Systems/Cabling Inv, \$6945.12; Julius, Laura, Travel, \$337.53; Kabris, Curt, Travel, \$1044.29; Lowe's, Supplies, \$1108.13; Lumen, Telco Settlement, \$272.22; Martin's Inc, Diesel/Oil, \$90.67; Matheson Tri-Gas Inc, Supplies, \$589.88; Mediacom LLC, Broadband Service, \$89.95; Meyer, Steve, Travel, \$147.40; Midcontinent Comm., Contract Fee, \$744.82; Missouri River Energy Services, AMI Smart Grid, \$23676.84; Moss Adams LLP, Consulting Service, \$600.00; NCTC, TV Programs Fee, \$81170.32; Nexstar Broadcasting, Inc., Contract Fee, \$12665.69; Northwestern Energy, Natural Gas, \$33.23; Office Peeps Inc, Supplies, \$1390.53; OneNeck IT Solutions LLC, Hardware/Software/Consulting, \$296.99; Pests B Dead LLC, Pest Control, \$190.00; Pete Lien & Sons Inc, Chemicals, \$13141.69; Prolec-GE Waukesha, Inc, Supplies, \$75.40; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$168346.84; Prussman Contracting Inc, Lead Water Service Replacement, \$126564.97; Prussman Contracting Inc, Main Repair/Equipment Rental, \$1751.26; Quality Flow Systems, Inc, Equipment Maintenance, \$9109.32; Ramsdell F&M Ltd., LP Fill, \$13.86; RC First Aid, Supplies, \$149.00; Resco, Transformers, \$93825.00; Runnings, Supplies, \$328.39; Schoon's Pump N' Pak, Vehicle Gasoline, \$1851.88; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$3010.00; SD Dept of Rev, Enhanced 911, \$13141.80; SD State Treasurer, Communication Impaired Fee, \$1809.65; SD Treasurer, Sales/Excise Tax, \$189522.47; SDSU Financial Aid Office, Scholarship, \$1000.00; Siteworks Inc, Raw/Treated Water Pipelines, \$893783.76; South Dakota Newspaper Services. Inc, Employment Advertising, \$1283.55; South Dakota One Call, Locate Fee, \$621.60; Springbrook, Credit Card Processing Fee, \$2862.38; Springbrook Holding Company LLC, Software Support, \$5833.00; SPX Aids To Navigation, Monitoring Service, \$480.00; Stuart C. Irby, Supplies, \$3035.25; Sturdevant's Auto Value, Supplies, \$170.48; Swiftel Communications, Office Phone Bill, \$127712.93; The Dinner Detective, Event Supplies, \$1522.50; T-Mobile, PCS Phone Service, \$54.67; United Parcel Service, Freight, \$438.39; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$30627.67; University of Sioux Falls, Scholarship, \$500.00; USA Bluebook, Supplies, \$2080.96; Wesco, Supplies, \$5346.00; Winter Contracting, LLC, Interceptor Replacenet Phase 3, \$301947.78; Woodbury County Treasurer, IA Real Estate Tax, \$7254.00; WW Tire Service Inc, Work Equipment Maintenance, \$202.83; Xcel Energy/NSP, Utility Bill, \$18.19; BMU EWTP, Conserve/Demand Incentive, \$4000.00; Byers, Ryan, Conserve/Demand Incentive, \$1000.00; Coplan, Janet, Telephone Refund, \$13.61; Craft Fusion, Conserve/Demand Incentive, \$400.00; F & P PROPERTIES, Refund Check, \$66.97; Follett, Derek, Telephone Refund, \$232.64; Goodfellow, Doris, Telephone Refund, \$1079.14; HAUSMANN CONSTRUCTION, Refund Check, \$2509.65; HEIDE, KEATON, Refund Check, \$56.10; Jenner, Roger, Conserve/Demand Incentive, \$150.00; JL LUBE ENTERPRISES, Refund Check, \$87.11; Jorgensen, Johnna, Telephone Refund, \$62.64; Kavasseri, Rajesh, Telephone Refund, \$67.81; Lutz, Kim, Telephone Refund, \$69.45; McDaniel, Cindy, Telephone Refund, \$32.95; MEYERS, KENT, Refund Check, \$20.80; Meyers, Kent, Telephone Refund, \$231.42; Moerke, Dan, Telephone Refund, \$18.17; Mohs, Jim, Conserve/Demand Incentive, \$150.00; MOORE RENTALS, Refund Check, \$49.02; Morud, Maynard, Telephone Refund, \$75.00; Niklason, Rick, Telephone Refund, \$28.48; PAHL, D JEAN, Refund Check, \$115.36; Razor's Edge,

Telephone Refund, \$30.86; Rederth, Sally, Telephone Refund, \$59.34; RINGNECK INVESTMENT GROUP INC, Refund Check, \$97.56; Schumacher, Savannah, Telephone Refund, \$24.52; SOUTHLAND ESTATES II, Refund Check, \$70.37; The Skin Studio, Telephone Refund, \$85.76; Tschetter, Samantha, Conserve/Demand Incentive, \$25.00; Venhuizen, Lynda, Telephone Refund, \$85.16;

#### PERSONNEL INFORMATION

Department Salaries (August): Electric, \$305,182.17; Water, \$139,739.90; Wastewater, \$147,896.62; Telephone, \$353,302.29; Retirement, \$54,062.95; Social Security, \$68,239.64; Insurance, \$105,838.65; Deferred Comp, \$16,639.18.

Salary Changes: J. Borns, \$41.46; J. Bohl, \$19.09; K. Cooke, \$19.09; P. Chase, \$27.21; T. Dahmen, \$49.04; J. Ekern, \$41.46; C. Grimsley, \$17.38; E. Hiltunen, \$19.09; T. Hiltunen, \$19.09; J. Horst, \$45.38; K. Jensen, \$33.25; S. Kindt, \$49.04; J. Kleinemas, \$45.38; J. Kriese, \$43.09; J. Larson, \$45.38; J. Lenander, \$23.17; J. Lounsbery, \$42.70; B. Mack, \$19.09; M. Menken, \$42.70; B. Nelson, \$41.46; J. Owen, \$25.45; D. Patrick \$26.85; R. Petersen, \$23.22; S. Riens, \$41.46; C. Strand, \$45.38; L. Swenson, \$41.46; J. Tagg, \$19.09; J. VanEde, \$30.43; M. Beynon, \$41.46; A. Brech, \$37.67; D. Denison, \$37.67; J. Hanson, \$43.09; E. Henningsen, \$41.46; K. Henningsen, \$19.09; J. Jensen, \$37.67; T. Koch, \$43.09; A. Landsman, \$28.19; D. Loban, \$35.21; W. Lower, \$29.48; C. May, \$41.46; T. McClain, \$35.89; K. Woodell, \$21.14; M. Page, \$35.21; B. Peterson, \$34.18; M. Redmond, \$19.09; J. Reller, \$32.30; B. Scott, \$37.67; N. Vandersnick, \$37.67; M. Volkers, \$39.52; D. Weekes, \$35.89; R. Wendland, \$37.67; A. Witte, \$21.14; J. Axtell, \$38.48; C. Bohlen, \$33.25; T. Bruna, \$33.25; W. Clark, \$38.48; B. Goodfellow, \$18.55; K. Falconer, \$22.26; M. Hagemann, \$27.31; M. Heninger, \$49.04; T. Hietpas, \$18.55; C. Koerlin, \$25.95; J. McKibben, \$33.25; T. Mumby, \$27.31; J. Nielsen, \$26.07; J. Nutter, \$28.64; C. Otis, \$24.73; C. Petersen, \$24.73; K. Resmen, \$17.38; A. Skyberg, \$35.95; M. Sterns, \$26.59; D. Steege, \$49.04; S. Stulken, \$28.64; J. Wagner, \$29.54; D. Wakeman, \$45.38; N. Axtell, \$52.54; J. Brown, \$27.66; D. Brutty, \$35.45; C. Carpenter, \$39.52; M. Collins, \$49.04; T. Coverstone, \$23.27; J. Denison, \$22.34; D DesLauriers, \$47.65; L. Dickey, \$47.65; A. Egeberg, \$32.54; T. Everding, \$23.27; R. Foster, \$45.38; A. Haberman, \$47.65; S. Hinricher, \$32.54; K. Hougland, \$31.03; C. Hubbard, \$23.27; I. Kruse, \$47.65; J. Ladegaard, \$31.03; N. Maher, \$31.03; S. Mathison, \$39.22; K. McClain, \$27.66; R. Meyer, \$19.09; J. Millard, \$47.65, G. Nelson, \$19.09; C. Nutter, \$45.38; J. Pedersen, \$45.38; M. Robinson, \$47.61; T. Rymerson, \$30.76; C. Sandmeier, \$41.46; B. Steffen, \$47.65; T. Swanson, \$52.54; C. Tvinnereim, \$22.34; C. VanDyke, \$22.34; V. Voegeli, \$47.65; J. Volkers, \$47.65; M. Vrchota, \$47.65; T. Ward, \$22.34;

#### EXECUTIVE SESSION

Motion was made by Hawley, seconded by Bartels 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.

Motion was made by Hawley, seconded by Bartels that the following adjustments be made to management wages effective October 1, 2024. All members present voted in favor of the motion.

I. Cost of Living Adjustments:

Increase the following salaried positions by 5% effective October 1, 2024:

Executive Vice President/General Manager  
Electric Department Manager  
Water/Wastewater and Engineering Manager  
Swiftel Operations Manager  
Relationship & Communications Manager  
Managing Director of Information & Operations Technology  
Communications Coordinator  
Customer Sales and Support Coordinator  
Billing & Collection Supervisor  
Accounting Supervisor  
Human Resource Director  
Engineering Supervisor  
Water/Wastewater Plants Supervisor  
Wastewater Collection & Water Distribution Supervisor  
Electric Construction Supervisor  
Electric Maintenance Supervisor  
Central Office Supervisor  
Swiftel Operations Supervisor  
Swiftel Sales & Marketing Supervisor

Increase the following salaried positions by 3% for market adjustments effective October 1, 2024:

Electric Department Manager  
Water/Wastewater and Engineering Manager  
Swiftel Operations Manager  
Communications Coordinator  
Customer Sales and Support Coordinator  
Electric Construction Supervisor  
Electric Maintenance Supervisor

Increase the following salaried positions by 5% for market adjustments effective October 1, 2024:

Accounting Supervisor  
Human Resource Director  
Wastewater Collection & Water Distribution Supervisor  
Relationship & Communications Manager  
Executive Vice President/General Manager

All members present voted in favor of the motion.

2025 CAPITAL IMPROVEMENT PROGRAM

Motion was made by Hawley that the following Resolution No. 29-24 be approved.

RESOLUTION NO. 29 - 24

RESOLUTION APPROVING  
2025 CAPITAL IMPROVEMENT PROGRAM

WHEREAS a Capital Improvement Program has been reviewed by the Brookings Municipal Utilities Board which presents revenues, expenditures and capital outlays according to operating fund; and

WHEREAS after due consideration the Board finds that said program sets forth a sound financial plan for the operation for the utilities governed.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Capital Improvement Program dated September 9, 2024, now on file in the office of the Executive Vice President/General Manager is hereby approved.

Adopted this 9<sup>th</sup> day of September, 2024.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

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

SET DATE FOR PUBLIC HEARING ON 2025 BUDGET AND RATES

Motion was made by Bartels, seconded by Hawley that a public hearing be held on The 2025 budget and utility rates at the Board Meeting to be held on Tuesday, October 15, 2024, at 1:00 p.m. All members present voted in favor of the motion.

POLICY MANUAL AMENDMENTS

Motion was made by Hawley that the following Resolution No. 30-24 be approved.

RESOLUTION NO. 30 - 24

RESOLUTION AMENDING POLICY MANUAL

WHEREAS a comprehensive statement of policy governing the organizational and operational affairs of the Brookings Municipal Utility has been adopted by the Brookings

Municipal Utilities Board (the “Board”), which statement is now on file in the office of the Executive Vice President/General Manager; and

WHEREAS after due consideration the Board finds that an amendment to the Personnel Policy, Section 308.01, Vacation Leave and Section 307.03, Specific Wage Policies in said statement should be made.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Policy Manual be amended as shown on the attached.

Adopted this 9<sup>th</sup> day of September, 2024.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

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

RESOLUTION OF SUPPORT FOR THE DAKOTA MAINSTEM REGIONAL WATER SYSTEM

Motion was made by Bartels that the following Resolution No. 31-24 be approved.

RESOLUTION NO. 31-24

A RESOLUTION OF SUPPORT FOR THE DAKOTA  
MAINSTEM REGIONAL WATER SYSTEM

WHEREAS, access to reliable and safe water supply is essential for the health, economic stability, and overall well-being of communities within our region; and

WHEREAS, the Dakota Mainstem Regional Water System (“DMRWS”) is a proposed initiative aimed at ensuring a sustainable and high-quality water supply for residential, agricultural, commercial, and industrial needs across the region; and

WHEREAS, the DMRWS will enhance water infrastructure, improve water delivery efficiency, and provide a long-term solution to water scarcity, local source water contamination, and quality challenges faced by our communities; and

WHEREAS, the implementation of the DMRWS will support economic development, attract new businesses, and provide opportunities for growth and prosperity within our region; and

WHEREAS, the DMRWS aligns with federal, state, and local goals for environmental stewardship, public health, and infrastructure resilience; and

WHEREAS, collaboration between local governments, tribal nations, and other stakeholders is crucial for the successful planning, funding, and implementation of the DMRWS; and

WHEREAS, the support and active participation of our Brookings Municipal Utilities will significantly contribute to the advancement of this vital project;

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that:

1. Support: Brookings Municipal Utilities hereby expresses its full support for the Dakota Mainstem Regional Water System and recognizes its importance for the future of our region.
2. Collaboration: Brookings Municipal Utilities commits to working collaboratively with other local governments, tribal nations, state and federal agencies, and stakeholders to advocate for the necessary funding, resources, and policies to advance the DMRWS.
3. Advocacy: Brookings Municipal Utilities encourages all relevant parties to prioritize the Dakota Mainstem Regional Water System in legislative and budgetary decisions, recognizing the critical role it plays in ensuring a sustainable water future for our communities.
4. Public Awareness: Brookings Municipal Utilities will support and/or engage in efforts to raise public awareness about the benefits and significance of the DMRWS, fostering community support and understanding.

Adopted this 9<sup>th</sup> day of September, 2024.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

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

BIDS

AWARDING OF BIDS

PADMOUNTED TRANSFORMERS

Bidder	Bid Security	ITEM #1	ITEM #2	ITEM #3	ITEM #4	ITEM #5
		QTY: 2	QTY: 2	QTY:2	QTY 6	QTY 10
		45 KVA	75 KVA	112.5 KVA	15 KVA	25 KVA
		3 Phase	3 Phase	3 Phase	1 PHASE	1 PHASE
		208Y/120	208Y/120	208Y/120	240-120	240-120
DSG	10%	\$ 40,524.22	\$ 45,042.10	\$ 51,680.00	\$ 14,294.10	\$ 27,000.00
IRBY	10%	\$ 36,550.00	\$ 42,530.00	\$ 46,850.00	\$ 39,690.00	\$ 75,350.00
RESCO	*10%	*30,618.46	*32,267.00	*34,175.40	*17,843.10	*33,323.10
WESCO	*10%	*51,236.00	*53,600.00	*57,240.00	*35,654.00	*63,250.00

\*Noncompliant

SWITCHGEAR

Bidder	Bid Security	ITEM 1	ITEM 2	ITEM 3
		QTY. OF 10 Two-Way SWITCHGEAR	QTY. OF 2 Four-Way SWITCHGEAR	QTY. OF 12 FIBERGLASS BOX PADS
Border States (Hubbell)	10%	\$293,181.50	\$77,608.98	\$30,572.40
IRBY (S&C)	10%	\$266,600.00	\$43,800.00	\$25,200.00
RESCO (FPE)	10%	\$289,948.50	\$54,305.16	\$27,466.68
DSG (FPE)	10%	\$286,697.20	\$53,696.22	No Bid

Motion was made by Hansen, seconded by Hawley that the following low bids be awarded for Switchgear and Padmount Transformers: Irby for Item 1 - 2 45 KVA 3 Phase Transformers, \$36,550.00; Item 2- 2 75 KVA Padmounted Transformers, \$42,530.00; Item 3 – 2 – 112.5 KVA 3 Phase Transformers - \$46,850.00; DSG for Item 4 – 6 15 KVA Single Phase Transformers - \$14,294.10; and Item 5 – 10 – 25 KVA Single Phase Transformers - \$27,000.00;



IRBY for Item 1 – 10 Two Way Switchgear - \$266,600.00; Item 2 – 2 Four Way Switchgear - \$43,800.00; and Item 3 – 12 Fiberglass Box Pads - \$25,200.00; 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.

ADJOURNMENT

The meeting adjourned.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President