

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Monday, November 28, 2022**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, November 28<sup>th</sup>, 2022 at 12:00 p.m. with President Lisa Carrico presiding.

Board members present: Lisa Carrico, Chris Carter, Dan Brenden and Rich Thomas. Board Member Mike Luken absent. Board Liaison, member of City Council, Mike Danforth. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, Brian Benson, Mark Meier, Kevin Krutter, Dan LeVasseur, Sheila Mennenga, Gina Brown, Lisa Pahl and Attorney Vince Foley. Media Roger Whittle, KXLG Radio and Guest Mayor Reid Holien and Watertown Municipal Utilities Accountant Angie Mitchell.

**ITEM 7779**

Motion by Carter with second by Thomas to approve the agenda with changes by moving Item 5 Approve Utility Rates for 2023 to Executive Session and by removing Item 6 Approve 2023 Budget. Motion carried.

**ITEM 7780**

Motion by Brenden with second by Carter to approve minutes of regular Board Meeting on October 31<sup>st</sup>, 2022, and Special Session Board Meeting held November 7<sup>th</sup>, 2022. Motion carried.

**ITEM 7781**

Public Comment - None

**ITEM 7782**

Motion by Brenden with second by Thomas to authorize General Manager to sign Amendment for Engineering Services with Advanced Engineering and Environmental Services for Water Treatment Upgrades. Motion carried.

**ITEM 7783**

Motion by Brenden with second by Carter to authorize General Manager to sign Amendment for Engineering Services with Advanced Engineering and Environmental Services for Well Field. Motion carried.

**ITEM 7784**

This being the time and place set for consideration of bids, the following were presented. Bids for Gas Pipe, Trace Wire, Substation Inductive Voltage Transformers, and Switchgear. These bids were opened Wednesday, November

23<sup>rd</sup>, 2022, at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

GAS PIPE: Three bids were received and upon review and recommendation by Magstadt, motion by Thomas with second by Brenden to award bid to low valid bidder, to Industrial Sales, Omaha, NE, for a total of \$59,920.00. Motion carried.

TRACE WIRE: Three Bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Brenden to award bid to low valid bidder, Industrial Sales, Omaha, NE for a total of \$14,040.00. Motion carried.

SUBSTATION INDUCTIVE VOLTAGE TRANSFORMERS: Three bids were received and upon review and recommendation by Magstadt, motion by Brenden with second by Thomas to award bid to low valid bidder Dakota Supply Group, Sioux Falls, SD for a total of \$33,926.70. Motion carried.

SWITCHGEAR: Two bids were received and upon review and recommendation by Magstadt, motion by Thomas with second by Brenden to award bid to low valid bidder, to Irby Utilities, Eagan, MN for a total of \$97,250.00. Motion carried.

**ITEM 7785**

Motion by Carter with second by Brenden to authorize to return checks of unsuccessful bidders. Motion carried.

**ITEM 7786**

Motion by Brenden with second by Carter to Authorize to call for bids for,  
a) Commercial and Residential Street Light Posts b) LED Street Light  
Fixtures c) Water Corporation Taps. Motion carried.

**ITEM 7787**

Open: a) Lehner presented the Bill Stuffer ACH form b) Board Member Chris Carter, Staff members Steve Lehner and Bert Magstadt each attended one of the MRES Area Meetings and gave an update. Somethings that were covered at the meeting were Transmission Systems, the 3 state legislative updates, farm bill, service territory issue, Gregory pump storage, MRES services, Time of use, Windstorm Uri, Wind Towers and over supply on windy days, Nuclear plants and cyber security.

**ITEM 7788**

Magstadt presented the Report on Operations and Projects. Electric, Projects Completed this Month: We had 8 outages since the last report for a total of 100 unscheduled power outages in 2022, replaced a cracked bushing at Pelican Sub. Gas Department, Tied in 4" and 2" mains on Hwy 212

and 17<sup>th</sup> St. SE, Tied in 4" and 3" mains on Hwy 212 and 14<sup>th</sup> St SE, Completed 2" mains tie-ins at KAK addition. Water Department, One water main break for a total of 16, 59 taps made - most at Prairie Haven and Kampeska Dunes.

**ITEM 7789**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Organizing and preparing physical inventory, Completed budget and Karst thanked everyone involved and a special recognition to Angie Mitchell for all her help and hard work. Customer Service, Projects Completed this Month: 14,359 Payments collected for a total of \$4,666,755 and 55,960 services billed for a total of \$4,128,990. Human Resources/Risk Management: Completed open enrollment materials for 2023, Updated benefit enrollment guides for new union and staff insurance plans. Information Systems Cybersecurity and working on assessments, normal monthly IT maintenance and troubleshooting along with Website Stats and top 10 webpages visited.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$962,641 above budget for the ten months ending October 31<sup>st</sup>, 2022. Total Capital Additions are \$1,128,004 under budget for the ten months ending October 31<sup>st</sup>,2022.

**ITEM 7790**

Motion made by Carter with second by Thomas to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for November 2022 Plus ACH Payroll Payments \$593,002.34.

Name	Payable Description	Payment Amount
December 1, 2022		
ABC EMBROIDERY	SERVICE	\$89.10
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$200.00
ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES	SERVICE - WATERMAIN REPLACEMENT	\$20,886.70
AFLAC	CANCER PT	\$1,627.80
AMARIL UNIFORM COMPANY	SAFETY CLOTHING	\$2,164.52
ANDOR INC	ENERGY INCENTIVE REBATE	\$400.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$129.37
AP & SONS CONSTRUCTION INC	SERVICE - HARMONY HILL	\$300,810.10
ARS/PRO-TEC	ROOF REPAIR	\$4,257.61
AUTO VALUE WATERTOWN	SUPPLIES	\$806.28
BORDER STATES ELECTRIC SUPPLY	ELECTRIC METERS	\$19,562.89
BORNS GROUP	POSTAGE & MAILING	\$9,329.25
BURCHATZ CONSTRUCTION COMPANY INC	2022 PATCH WORK	\$7,659.27
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$84.89
CARTNEY BEARING & SUPPLY	SUPPLIES	\$22.42
CENTURY LINK	PHONE SERVICE	\$314.54
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$1,066.02
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$35.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$5,508.08
COMPREHENSIVE LOGISTICS	REFUND OF CREDIT ON ACCOUNT	\$25,000.00
CONNECTING POINT	SERVICE	\$1,693.00
CONSULTING ENGINEERS GROUP INC	SERVICE	\$3,005.00
CORE & MAIN LP	SUPPLIES	\$3,486.16
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$227.91
DAKOTA DATA SHRED	SHREDDING SERVICE	\$73.44
DAKOTA DIRECTIONAL LLC	GAS MAIN PROJECT - KAK	\$309,005.08
DEPARTMENT OF HEALTH	WATER SAMPLES	\$652.00
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$1,250.72

DTN, LLC	SUBSCRIPTION	\$541.00
DUININCK INC	GRAVEL, CRUSHED CONCRETE	\$4,739.65
DUTTON-LAINSON COMPANY	WATER METERS AS PER BID	\$121,977.30
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$1,853.07
ETHANOL PRODUCTS LLC	BULK CO2	\$1,365.66
FASTENAL COMPANY	SUPPLIES	\$352.00
FEDERAL EXPRESS CORP	SERVICE	\$44.72
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$421.43
FOLEY AND FOLEY LAW OFFICE, PC	OCTOBER LEGAL FEES	\$952.50
GRAINGER	SUPPLIES	\$1,414.55
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$8,163.62
IBEW LOCAL 426	UNION DUES	\$3,605.00
IMEG	HWY 212 E PHASE WATERMAIN REPLACEMENT	\$1,469.38
INDUSTRIAL SALES COMPANY, INC	SUPPLIES	\$3,064.19
J H LARSON COMPANY	SUPPLIES	\$6,056.50
JOHNSON FEED, INC	BULK SOLAR CRYSTALS	\$5,065.20
JOSEPH MEDANICH ASPHALT SERVICES	ASPHALT REPAIRS	\$22,789.33
KARST, ADAM	REIMBURSEMENT EXPENSE	\$3,372.34
KOONS GAS MEASUREMENT	GAS METERS AS PER BID	\$29,487.62
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$337.67
LAMB MOTOR CO.	2022 FORD F150 UNIT 8	\$62,260.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$1,416.43
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$200.36
LL & SONS EXCAVATING INC	SERVICE - 11TH ST EXTENSION	\$17,989.12
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$458.89
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$891.43
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$68.84
MAC'S HARDWARE	SUPPLIES	\$534.69
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$357.50
MARCO	COPIER LEASE	\$758.54
MATHESON TRI-GAS INC	SUPPLIES	\$216.94
MCKEEVER INC	SUPPLIES	\$140.00
MCNAMARA PLUMBING	SERVICE	\$183.67
MENARDS INC	SUPPLIES	\$929.68
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$3,747.84
MESEBERG, DAVID	REIMBURSEMENT EXPENSE	\$250.00
MET LIFE	LIFE INSURANCE	\$1,315.35
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$183.39
MIDWEST AUTOMOTIVE INC	SUPPLIES	\$520.00
MIDWEST ENERGY ASSOCIATION	2023 MEMBERSHIP DUES	\$1,954.80
MILBANK WINWATER WORKS	SUPPLIES	\$2,970.00
MINNESOTA MUNICIPAL UTILITIES ASSN	TRAINING EXPENSE	\$1,950.00
MISSOURI RIVER ENERGY SERVICES	SERVICE	\$4,241.56
MUELLER CO	SUPPLIES	\$883.34
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$952.32
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$218.31
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$7,333.27
NAPA CENTRAL	SUPPLIES	\$464.72
NELSON TECHNOLOGIES INC	ODORANT	\$6,770.40
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$784.64
OFFICE OF ENERGY ASSISTANCE	REFUND OF CREDIT ON ACCOUNT	\$10.60
OFFICE PEEPS	SUPPLIES	\$1,515.53
OLSON, CINDY	REIMBURSEMENT EXPENSE	\$40.00
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$241.80
PETE LIEN & SONS	BULK LIME	\$14,850.58
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$963.36
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,203.75
RELIABANK DAKOTA	FLEX MED	\$8,176.63
RESCO	SUPPLIES	\$2,621.94
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SUPPLIES	\$509.23
RUNNING'S SUPPLY INC	SUPPLIES	\$414.08
S & P GLOBAL PLATTS	2023 SUBSCRIPTION	\$6,610.00
SD ONE CALL	LOCATES	\$606.90
SDML WORKERS COMP FUND	2023 WORK COMP INS	\$56,973.00
SEIM, ANGELA	REIMBURSEMENT EXPENSE	\$616.86
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$10,501.15
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$114.58
STAN HOUSTON EQUIP CO	SUPPLIES	\$388.00
STAR LAUNDRY INC	SERVICE	\$546.04
STUART C IRBY CO	TRANSFORMERS AS PER BID	\$21,703.30
TRAV'S OUTFITTER	SAFETY CLOTHING	\$5,948.00
TYNDALE COMPANY INC	SAFETY CLOTHING	\$1,534.80
USA BLUEBOOK	SUPPLIES	\$360.07
WARD, MARK	REIMBURSEMENT EXPENSE	\$405.94
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$227.00
WATERTOWN UNITED WAY	United Way	\$290.00
WAYTEK INC	SUPPLIES	\$352.63
WESCO DISTRIBUTION INC	LED STREET LIGHTS	\$14,947.70
WILSON, MARK	REIMBURSEMENT EXPENSE	\$28.00

WINSUPPLY OF WATERTOWN  
WW TIRE SERVICE INC

SUPPLIES  
SUPPLIES

\$169.67  
\$1,310.00

TOTAL

\$1,225,257.05

Total November 2022 \$1,225,257.05; Transfer to City's General Fund \$114,675.00, Muni Utilities Electric Water Gas \$50,646.49; Missouri River Energy Services Power \$1,428,467.51; BP Canada Energy Marketing Natural Gas \$75,581.10; Dept. of Revenue Sales/Excise Tax \$181,148.05; CPEP #3 Natural Gas \$59,585.49, CPEP #4 Natural Gas \$82,528.20, Sequent Energy Mgmt. Natural Gas \$230,709.60. City Finance Office Garbage/Sewer \$533,882.88.

**ITEM 7791**

The Board set date of Tuesday, December 27, 2022, at noon for the December Board Meeting.

Pursuant to SDCL 1-25-2 Carter moved with second by Thomas to move to Executive Session. The Board does not expect to take-action when they reconvene to the regular session. Motion carried.

President Carrico declared Executive Session done and they reconvened to regular session. No action was taken.

Motion by Thomas with second by Carter to adjourn. Motion carried.

The Watertown Municipal Utilities does not discriminate in employment opportunities or provision of services on-the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Dated at Watertown, South Dakota this 28<sup>th</sup>, day of November, 2022.

ATTEST: \_\_\_\_\_

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Lisa Pahl  
Board Secretary  
Municipal Utilities Board

Lisa Carrico  
Board President  
Municipal Utilities Department