

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, February 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, February 28, 2022, at 12:00 p.m. with President Lisa Carrico presiding.

Board members present: Lisa Carrico, Chris Carter by telephone and Mike Luken. Board Members Rich Thomas and Dan Brenden absent. Board Liaison, member of City Council, Mike Danforth. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, John Lunde, Mark Haider, Mark Meier, Kevin Kruiter, Sheila Mennenga, Gina Brown, Lisa Pahl and Attorney Vince Foley. Media Julie Richter, KXLG Radio.

ITEM 7662

Motion by Luken with second by Carter to approve the agenda. Motion carried.

ITEM 7663

Motion by Carter with second by Luken to approve minutes of regular Board Meeting on held January 31, 2022. Motion carried.

ITEM 7664

Public Comment - None

ITEM 7665

Motion by Luken with second by Carter to approve General Manager to sign a Professional Services Agreement with Scotts Engineering for Soil Testing. Motion Carried.

ITEM 7666

Motion by Carter with second by Luken to approve General Manager to sign a change order with IMEG for the Highway 212 water main replacement. Motion carried.

ITEM 7667

Karst presented a proposed change to the General Policy, 24.1, the adjustments to the Schedule of Fees the annual water adjustments per the water rate study 8.1, 8.2, 8.4, 12.1 and then one proposed change to 9.7. Karst also presented the proposed changes to the Employee Personnel Manual. Magstadt presented the proposed changes to the electric which included 7.1.4 and 19.2. To the water 1.2, 3.8, 8.7, 9, 15.5, 15.13,

15.14, 16.1, 16.2, 16.3 and 17.2. To the Gas 2.8, 3.5, 3.9, 9.7 and 12.2. The Board was asked to review these proposed policy changes and they will be presented for approval at the March Board meeting.

ITEM 7668

This being the time and place set for consideration of bids, the following were presented. Bids for Installation of Water Main, Pebble Lime, Solar Salt and Water Meters for the Water Department and Installation of Wires for the Electric Department were opened Wednesday, February 23, 2022, at 1:30 pm by the Watertown Municipal Utilities Staff as authorized by the Board.

Installation of Water Main: Two Bids were received and upon review and recommendation by Magstadt, motion by Luken with second by Carter to award bid to low valid bidder, to AP & Sons Construction, Inc., Summit, SD, for a total of \$2,251,702.85. Motion carried.

Pebble Lime: Two Bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Luken to award bid to low valid bidder, Pete Lien, Rapid City, SD, for a total of \$158.66 per ton. Motion carried.

Solar Salt: One Bid was received and upon review and recommendation by Magstadt, Motion by Luken with second by Carter to award bid to low valid bidder, Johnson Feed Inc., Canton, SD, for a total of \$201.00 per ton. Motion carried.

Water Meters: Three bids were received and upon review and recommendation by Magstadt, Motion by Carter with second by Luken to award bid to low valid bidders, the Qty 150 5/8" x 7 1/2" meters were omitted because it was decided not to order this size, Qty 270 3/4" x 7 1/2", Qty 240 3/4" x 9", Qty 600 1" x 10 3/4", and Qty 1100 were awarded to Dutton-Lainson Co, Hastings, NE for a total of \$304,575.00, Qty 10 1 1/2" x 13" and Qty 30 2" x 17" were awarded to Dakota Supply Company, Sioux Falls, SD for a total of \$29,810,00. Motion carried.

Installation of Wire: Two bids were received and upon review and recommendation by Magstadt, Motion by Carter with second by Luken to award bid to low valid bidder, Dakota Directional, Redfield, SD, for a total of \$441,830.00. Motion carried.

ITEM 7669

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

ITEM 7670

Open: Lehner gave an invite to the Board to the Bisco Luncheon on Tuesday, March 15, 11:30 am - 1:00 pm at the Lake Area Technical College. Lehner

presented two bill stuffers, Dash Around Kampeska and Household Hazardous Waste.

ITEM 7671

Magstadt presented the Report on Operations and Projects. Magstadt recognized Wayne Lovelis for passing his Class 4 Water Treatment exam, also Uriel Araiza for passing his Class 2 Water Plant Operator exam. Hired New Water Plant Distribution Foreman starting tomorrow. Electric, 3 new outages for a total of 5 total unscheduled outages in 2022, MRES completed annual infrared inspection of the distribution system. Gas, helped water department with water main breaks, installed additional pallet racking in meter department, On Feb. 22, WMU flowed the second most natural gas through the NBPL tap with a total volume of 24,829 MMBtu. Water, 2 main breaks for the 2021-2022 season, Annual maintenance upflow on side #3. Engineering, Updated auto cad maps, continue GasWorks Natural Gas Program modeling scenarios.

ITEM 7672

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects Completed this month: Completed lighting project in warehouse to LED lights, Projects in Progress: Purchasing of inventory items for construction season, Upcoming Projects: William Neale & Co. audit of 2021 financials. Karst also noted that they are working with the state on supplying financials for the Water Grants. Customer Service: 14,369 payments collected for a total of \$5,162,842 and 55,114 services billed for a total of \$5,809,834. Human Resources/Risk Management: Organized a Lunch & Learn - Alan Freng from SDRS Retirement System came and spoke, Organized and facilitated a team building exercise for all employees, New Hire: Steve Erickson, Water Distribution/Maintenance Foreman, effective 3/1/2022. Information Systems: Normally monthly IT maintenance and troubleshooting and he will be working on training his replacement.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$48,214 under budget for the one month ending January 31st, 2022. Total Capital Additions are \$35,464 over budget for the one month ending January 31st, 2022.

ITEM 7673

Motion made by Luken with second by Carter to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for February 2022 Plus ACH Payroll Payments \$574,800.36. Rehire: M. Waite 19.00/hr. effective 2/18/2022.

Name
MARCH 1, 2022
212 TRUCK & TRAILER

Payable Description
SERVICE

Payment Amount
\$955.28

ABC EMBROIDERY	SAFETY CLOTHING	\$4.95
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$100.00
ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES	STUDY & REPORT	\$4,077.03
AFLAC	CANCER PT	\$1,566.32
A-OX WELDING SUPPLY INC	SERVICE	\$613.51
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$5,770.50
ASSOC. FOR MATERIALS PROTECTION AND PERFORMANCE	TRAINING EXPENSE	\$265.00
AUSTIN, STRAIT, BENSON & THOLE LLP	JANUARY LEGAL FEES	\$157.50
AUTO VALUE WATERTOWN	SUPPLIES	\$612.67
BENDIX IMAGING INC	SUPPLIES	\$517.72
BIG STONE BROADCASTING	ADVERTISING	\$550.00
BISCO	2022 MEMBERSHIP	\$300.00
BORDER STATES ELECTRIC SUPPLY	FAULT INDICATORS	\$43,909.13
BORNS GROUP	POSTAGE & MAILING	\$9,725.10
BROWN, GINA L	REIMBURSEMENT EXPENSE	\$35.00
BURCHATZ CONSTRUCTION COMPANY INC	2021 PATCH WORK	\$10,433.70
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$118.88
CASHWAY LUMBER INC	SUPPLIES	\$462.25
CENTURY LINK	PHONE SERVICE	\$313.59
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$5,621.74
CHEMCO SYSTEMS, LP	SUPPLIES	\$467.80
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$51.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$5,769.92
CONNECTING POINT	SOFTWARE MAINTENANCE	\$1,918.50
CREATIVE REWARDS	SUPPLIES	\$62.00
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$92.21
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$139.51
DAKOTA DATA SHRED	SHREDDING SERVICE	\$160.01
DANR	APPLICATION FEE	\$120.00
DEPARTMENT OF HEALTH	WATER SAMPLES	\$412.00
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$98.04
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$2,225.25
DTN, LLC	SUBSCRIPTION	\$541.00
DUININCK INC	CRUSHED CONCRETE	\$3,356.20
EAST RIVER ELEC POWER COOP	2022 SERVICE CONTRACT	\$7,500.00
ENERGY BUSINESS NETWORK, LLC	ENERGY RISK REPORT	\$1,140.00
ENERGY ECONOMICS INC	SERVICE	\$559.99
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$81.63
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC	GIS SOFTWARE	\$5,372.33
ETHANOL PRODUCTS LLC	BULK CO2	\$1,854.18
EXHAUST PROS	SUPPLIES	\$70.00
FARNAMS GENUINE PARTS	SUPPLIES	\$281.25
FASTENAL COMPANY	SUPPLIES	\$619.37
FEDERAL EXPRESS CORP	SERVICE	\$170.41
FERGUSON ENTERPRISES, LLC	WATER FITTINGS AS PER BID	\$23,000.00
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$405.77
FLUKE ELECTRONICS CORPORATION	SERVICE	\$200.00
FOLEY AND FOLEY LAW OFFICE, PC	JANUARY LEGAL FEES	\$300.00
FRONTIER PRECISION INC	GPS EQUIPMENT	\$7,044.69
GAS PRODUCTS SALES, INC	ERTS	\$3,660.65
GRAINGER	SUPPLIES	\$103.50
GROEBNER	SUPPLIES	\$1,742.97
HACH COMPANY	SUPPLIES	\$840.18
HEATH CONSULTANTS INC	SERVICE	\$1,393.12
HUMAN SERVICE AGENCY	EAP SERVICES	\$67.50
IBEW LOCAL 426	UNION DUES	\$3,344.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$98.40
J H LARSON COMPANY	SUPPLIES	\$1,206.74
JUSTICE FIRE & SAFETY	SERVICE	\$298.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$411.58
KOONS GAS MEASUREMENT	METERS PER BID	\$112,186.17
KRANZ, CHAD	REIMBURSEMENT EXPENSE	\$70.00
KXLG	ADVERTISING	\$575.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$503.80
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$205.47
LOCATORS & SUPPLIES INC	SPRAY PAINT	\$4,284.24
LUKEN, MIKE	REIMBURSEMENT EXPENSE	\$1,250.00
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$1,423.93
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$52.38
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$1,319.07
MAC'S HARDWARE	SUPPLIES	\$2,029.79
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$588.37
MARCO	COPIER LEASE	\$512.10
MATHESON TRI-GAS INC	SUPPLIES	\$420.57
MCKEEVER INC	SUPPLIES	\$208.90
MENARDS INC	SUPPLIES	\$1,664.06
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$264.84
MET LIFE	LIFE INSURANCE	\$1,378.57
METRIX	REFUND OF DEPOSIT ON ACCOUNT	\$20,000.00
MICRODAQ, LLC	SUPPLIES	\$921.00
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$229.86

MIDWEST UNDERGROUND SUPPLY, LLC	PLOW BLADES, SUPPLIES	\$5,011.11
MILBANK WINWATER WORKS	WATER PIPE AS PER BID	\$52,866.72
MINNESOTA MUNICIPAL UTILITIES ASSN	TRAINING EXPENSE	\$2,880.00
MUELLER CO	METER VALVES	\$2,993.52
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$847.18
MUNICIPAL UTILITIES CREDIT CARD FU	REIMBURSE CREDIT CARD FUND	\$71.40
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$570.90
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$4,755.22
NORTHERN TRUCK EQUIP CORP	SUPPLIES	\$404.00
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$1,140.74
OFFICE PEEPS	SUPPLIES	\$2,328.16
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$135.84
OVERHEAD DOOR CO OF WTN	SERVICE	\$153.06
PETE LIEN & SONS	BULK LIME	\$14,818.04
PETERSON, DELORES	REIMBURSEMENT EXPENSE	\$35.00
POMP'S TIRE SERVICE, INC.	SERVICE	\$25.34
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,174.39
RELIABANK DAKOTA	FLEX MED	\$7,489.63
RELIABANK DAKOTA	2021 FLEX ANNUAL RECONCILIATION	\$532.07
RESCO	MODULES	\$8,254.35
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
ROST, MICHAEL	REIMBURSEMENT EXPENSE	\$663.65
ROTH, KEENAN M	REIMBURSEMENT EXPENSE	\$183.75
RUNNING'S SUPPLY INC	SUPPLIES	\$428.44
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SERVICE	\$427.00
SCHAEFFER MFG CO	SUPPLIES	\$1,338.70
SD FEDERAL PROPERTY AGENCY	SUPPLIES	\$115.95
SD ONE CALL	LOCATES	\$112.35
SD RETIREMENT SYSTEM	2021 ADDITIONAL CONTRIBUTIONS	\$3,402.11
SEIM, ANGELA	REIMBURSEMENT EXPENSE	\$189.15
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SHERWIN WILLIAMS CO	SUPPLIES	\$1,109.65
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$5,435.86
SNAP-ON INCORPORATED	SUPPLIES	\$101.63
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$107.46
STAN HOUSTON EQUIP CO	SUPPLIES	\$84.46
STAR LAUNDRY INC	SERVICE	\$507.36
STARR, TANNER E	REIMBURSEMENT EXPENSE	\$35.00
STRUSS, SCOTT	REIMBURSEMENT EXPENSE	\$3,500.00
STUART C IRBY CO	TRANSFORMERS AS PER BID	\$27,856.88
STURDEVANT'S DELIVERY	SERVICE	\$47.00
SUBSURFACE SOLUTIONS	UTILITY LOCATOR	\$9,233.41
T & R ELECTRIC SUPPLY COMPANY INC	TRANSFORMER	\$3,125.00
TEREX USA, LLC	SERVICE	\$7,192.80
TITAN MACHINERY- WTN	SERVICE	\$1,042.32
TRAV'S OUTFITTER	SAFETY CLOTHING	\$1,798.00
TYNDALE COMPANY INC	SAFETY CLOTHING	\$192.95
ULINE INC	SUPPLIES	\$1,149.40
USA BLUEBOOK	SUPPLIES	\$1,380.70
UTILITY SERVICE CO., INC	WATER TOWER MAINTENANCE	\$241,270.69
WARD, MARK	REIMBURSEMENT EXPENSE	\$3,500.00
WATERTOWN AREA CHAMBER OF COMMERCE	2022 MEMBERSHIP DUES	\$563.75
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	TRANSIT VAN PER BID 2021	\$24,587.00
WATERTOWN FORD CHRYSLER	SUPPLIES	\$536.00
WATERTOWN PUBLIC OPINION	2022 SUBSCRIPTION	\$409.82
WATERTOWN PUBLIC OPINION	PUBLISHERS & ADVERTISEMENTS	\$3,699.80
WATERTOWN RADIO/ALPHAMEDIA USA, LLC	ADVERTISING	\$600.00
WATERTOWN UNITED WAY	United Way	\$385.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$895.85
WAYTEK INC	SUPPLIES	\$545.71
WESCO DISTRIBUTION INC	TRANSFORMERS AS PER BID	\$74,639.95
WINSUPPLY OF WATERTOWN	SUPPLIES	\$354.67
	TOTAL	\$856,323.58

Total February \$856,323.58; Transfer to City's General Fund \$114,675.00, Muni Utilities Electric Water Gas \$45,348.36; Missouri River Energy Services Power \$2,059,973.65; BP Canada Energy Marketing Natural Gas \$387,770.32; Dept. of Revenue Sales/Excise Tax \$273,265.88; CPEP #3 Natural Gas \$365,292.38, CPEP #4 Natural Gas \$202,310.19, Sequent Energy Mgmt. Natural Gas \$766,948.10, City Finance Office Garbage/Sewer \$524,689.04.

ITEM 7674

The Board set date of Thursday, March 31, 2022 at noon for March Board Meeting.

Pursuant to SDCL 1-25-2(3) Luken moved with second by Carter to move to Executive Session for discussion of contract negotiations and consult with legal counsel. The Board does not expect to take-action when they reconvene to regular session. Motion carried.

President Carrico declared Executive Session done and they reconvened to regular session.

Motion by Luken 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 28th, day of February 2022.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Lisa Carrico
Board President
Municipal Utilities Department