

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Wednesday, February 26<sup>th</sup>, 2025**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Wednesday, February 26, 2025, at 12:00 p.m. with Vice-President Dan Brenden presiding.

Board members present: Vice-President Dan Brenden, Rich Thomas, Charlie Larkin and Chris Carter. Mike Luken Absent. Board Liaison, member of City Council, Mike Danforth absent. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, Aaron Erickson, Brian Benson, Mark Meier, Rod Sutton, Dan LeVasseur, Cheryl Mack, Gina Brown, Lisa Pahl and Attorney Vince Foley. Guests: Steve Jurrens KXLG Radio and Lisa Carrico, Attorney for the City of Watertown.

**ITEM 8156**

Motion by Thomas with second by Larkin to approve the agenda. Motion carried.

**ITEM 8157**

Motion by Carter with second by Thomas to approve minutes of Regular Board Meeting on January 27<sup>th</sup>, 2025. Motion carried.

**ITEM 8158**

Public Comment - None

**ITEM 8159**

Motion by Carter with second by Thomas to sign Engineering Proposal for 115 kV Insulator change out at the uptown substation with CEG for the amount of \$25,000. Motion carried.

**ITEM 8160**

Motion by Carter with second by Larkin to approve the General Manager to sign Watertown Municipal Utilities Water Treatment Plant Master Plan with AE2S for \$137,032. This will allow a study to evaluate the existing Water treatment Plants No. 1, No. 2 and No. 3 and determine treatment improvements. Motion carried.

**ITEM 8161**

Motion by Thomas with second by Carter to approve General Manager to sign Amendment to the billing software agreement with Tyler Technologies. This will hold off any billing of the software until it is available to WMU. Motion carried.

**ITEM 8162**

Karst presented proposed changes to the General Policy, Schedule of Fees, and Employee Handbook. Magstadt presented the proposed changes to the Water Department Policy. The Board has been asked to review these proposed policy changes, and they will be presented for approval at the March Board meeting.

**ITEM 8163**

This being the time and place set for consideration of bids, the following were presented. Bids for Commercial LED lights, Residential LED lights, Transformers, Wire, Sodium Hypochlorite, Chip Lime, Gas Meters and Installation of Watermain for 2<sup>nd</sup> Ave NE Neighborhood Street Reconstruction Project No. 2504. These bids were opened Thursday, February 20<sup>th</sup>, 2025, at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

Commercial LED lights: Four bids were received and upon review and recommendation by Magstadt, motion by Larkin with second by Thomas to award bid to low valid bidder, WESCO, Sioux City, IA in the amount of \$28,800.00.

Residential LED lights: Four bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Larkin to award bid to low valid bidders to WESCO, Sioux City, IA in the amount of \$32,925.00. Motion carried.

Transformers: Four bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Thomas to award bid Item 1 and Item 2 to low valid bidder RESCO, Moorhead, MN in the amount of \$195,943.98. Motion carried.

Wire: Seven Bids were received and upon review and recommendation by Magstadt, motion by Larkin with second by Carter to award Item 1, Item 2, and Item 3 to low valid bidder WESCO, Sioux City, IA for a total of \$74,655.00. Motion carried.

Sodium Hypochlorite: One bid was received and upon review and recommendation by Magstadt, Motion by Thomas with second by Carter to award bid to low valid

bidder Hawkins, Inc., Minneapolis, MN for a total of \$5.05 per gallon. Motion carried.

Quick Lime Chips: Two bids were received and upon review and recommendation by Magstadt, Motion by Larkin with second by Carter to award bid to low valid bidder, Pete Lien, Rapid City, SD for a total of \$234.24 per ton. Motion carried.

Gas Meters: One bid was received and upon review and recommendation by Magstadt motion by Thomas with second by Carter to award bid to low valid bidder KGM, Tonganoxie, KS for a total of \$145,094.21

Installation of Watermain for 2<sup>nd</sup> Ave NE Neighborhood: Five bids were received and upon review and recommendation by Magstadt motion by Larkin with second by Carter to award bid to low valid bidder, DeBoer Construction, Clear Lake, SD in the amount of \$408,300.08, which includes prorated mobilization of \$31,020.00.

**ITEM 8164**

Open: Lehner extended an invitation to the Board to attend the MRES Annual meeting May 7-8 in Sioux Falls, SD.

**ITEM 8165**

Old Business: Reminder of BISCO luncheon on Tuesday, March 18 from 11:30-1:30.

**ITEM 8166**

Magstadt presented the Report on Operations and Projects. Electric Department, Projects Completed this Month: Had 1 outage for February for a total of 2 unscheduled power outages in 2025, MRES completed the annual infrared Inspection of the distribution system. Gas Department Projects Completed this Month: 50% complete with winter leak survey, fixed two leaks. Water Department Projects Completed this Month: 1 water main break for a total of 6 for the winter season and 3 for 2025, fixed 1 fire hydrant that was hit, Cole Brenden, Water Distribution passed his class 2 test. Engineering Tech, Projects Completed this Month: 33 one-call locates for January 2025, Projects Starting Next Month: InfoWater Water & GasWorks Natural Gas Program Design Information. Magstadt also gave an update on the cold snap last week.

**ITEM 8167**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects Completed this Month: G & R successfully completed HVAC inspections and Justice Fire & Safety conducted inspections of fire suppression systems. Projects in Progress: Working on 2025 budget items, reviewing inventory for upcoming 2025 construction projects. Customer Service Projects Completed this Month: 15,444 Payments collected for a total of \$6,221,891 and 57,303 services billed for a total of \$6,606,669, Major Projects in Progress - completed stage 1 of our new billing software implementation project. Human Resources/Risk Management: Recruiting efforts have begun for Utility Systems Engineer, Promotion: Cole Brenden, Water Distribution, Class 1 to Class II (effective 2/10/2025), Rehire - Monte Waite for PT Meter Reading and Meter verifications. Information Systems working on Billing Software Upgrade, 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 \$118,564 above budget for the one month ending January 31, 2025. Total Capital Additions are \$13,557 under budget for one month ending January 31,2025.

### ITEM 8168

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 February 2025 Plus ACH Payroll Payments \$740,232.82. Add: M. Waite 22.25/hr. effective 2/18/2025. Term: S. Mennenga effective 2/14/2025. Change: C. Brenden 37.88/hr. effective 2/10/2025.

Name	Payable Description	Payment Amount
March 3, 2025		
ABC EMBROIDERY	SERVICE	\$54.00
ADV. ENGINEERING AND ENVIRONMENTAL SERVICES, LLC	WTP EQUIPMENT REPLACEMENT	\$92,135.32
AFLAC	ACCIDENT	\$1,702.31
AMARIL UNIFORM COMPANY	SAFETY CLOTHING	\$485.53
A-OX WELDING SUPPLY INC	SUPPLIES	\$483.12
APGA	TRAINING EXPENSE	\$525.00
APPLICANT PRO	SERVICE	\$236.00
AUSTIN, STRAIT, BENSON, THOLE AND KOEHN, LLP	JANUARY LEGAL FEES	\$240.00
AUTO VALUE WATERTOWN	SUPPLIES	\$1,096.00
AUTOMATIC BUILDING CONTROLS	SERVICE, SUPPLIES	\$1,069.00
BENDIX IMAGING INC	SUPPLIES	\$468.96
BIG SIOUX WATER FESTIVAL	CONTRIBUTION	\$1,250.00
BISCO	2025 MEMBERSHIP	\$300.00
BORDER STATES ELECTRIC SUPPLY	3 PHASE FAULT INDICATORS	\$14,611.58
BORNS GROUP	POSTAGE & MAILING	\$10,985.34
CANNON ELECTRIC, INC.	ENERGY INCENTIVE REBATE	\$50.00
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$5,559.09
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$6,437.28
COLOURS, INC.	SUPPLIES	\$534.20
CONNECTING POINT	HP PRO MINI(S)	\$14,764.92
CONTROL EQUIPMENT SALES, INC	SUPPLIES	\$1,083.28
CORE & MAIN LP	TAPPING SADDLES & CORP STOPS AS PER BID	\$39,393.71
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$415.83

DAKOTA DATA SHRED	SHREDDING SERVICE	\$126.50
DAKOTA PUMP & CONTROL CO	SERVICE	\$60.00
DSG DAKOTA SUPPLY GROUP	TRANSFORMERS AS PER BID	\$83,292.24
DTN, LLC	SUBSCRIPTION	\$579.92
DUININCK INC	SERVICE - CAST IRON MAIN REPLACEMENT	\$80,463.76
DUININCK INC	SERVICE - WATERMAIN EXTENSION	\$141,125.10
EDM INTERNATIONAL, INC.	SERVICE	\$290.00
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$331.00
ENERGY LABORATORIES INC	SERVICE	\$1,682.00
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC	ANNUAL SUBSCRIPTION	\$6,905.48
ERICKSON, STEVE	REIMBURSEMENT EXPENSE	\$208.56
ETHANOL PRODUCTS LLC	BULK CO2	\$1,087.32
EVOLUTION POWERSPORTS	2025 POLARIS WITH V-PLOW	\$30,500.00
FASTENAL COMPANY	SUPPLIES	\$341.01
FEDERAL EXPRESS CORP	SERVICE	\$47.50
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$175.27
FOLEY AND FOLEY LAW OFFICE, PC	JANUARY LEGAL FEES	\$435.00
FRONTIER PRECISION INC	GPS EQUIPMENT	\$22,309.12
GANNETT MEDIA CORP	PUBLISHINGS	\$399.24
GANNETT MEDIA CORP	2025 SUBSCRIPTIONS	\$408.56
GRAINGER	SUPPLIES	\$1,554.79
HAWKINS, INC.	AZONE 15	\$8,880.75
IBEW LOCAL 426	UNION DUES	\$4,305.00
INDUSTRIAL SALES COMPANY, INC	SUPPLIES	\$2,927.10
I-STATE TRUCK CENTER	SERVICE	\$472.37
J H LARSON COMPANY	SUPPLIES	\$1,033.10
JOHNSON CONTROLS INC	SERVICE	\$2,284.68
JUSTICE FIRE & SAFETY	INSPECTION	\$1,044.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$131.20
LAMB MOTOR CO.	2025 FORD F250 AS PER STATE BID	\$50,180.00
LAMB MOTOR CO.	2025 FORD F150 AS PER STATE BID	\$48,916.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$476.40
LOCATORS & SUPPLIES INC	SUPPLIES	\$858.40
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$2,249.48
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$25.00
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$684.39
MAC'S HARDWARE	SUPPLIES	\$555.28
MAC'S HARDWARE	SUPPLIES	\$185.32
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$700.60
MATHESON TRI-GAS INC	SUPPLIES	\$166.80
MCKEEVER INC	SUPPLIES	\$280.00
MENARDS INC	SUPPLIES	\$1,687.61
MET LIFE	LIFE INSURANCE	\$1,595.31
MICROBAC LABORATORIES, INC.	WATER TESTING FEES	\$3,987.00
MIDCONTINENT COMMUNICATIONS	INTERNET, CABLE & PHONE SERVICE	\$1,893.83
MISSOURI RIVER ENERGY SERVICES	INFRARED INSPECTION SERVICES	\$1,903.75
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$1,089.85
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$3,817.65
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$7,405.37
NAPA CENTRAL	SUPPLIES	\$344.68
NELSON TECHNOLOGIES INC	REGULATORS	\$8,414.88
OFFICE PEEPS	SUPPLIES	\$510.66
PAYMENTUS GROUP INC.	SERVICE	\$89.55
PETE LIEN & SONS	BULK LIME	\$19,578.16
POLLARD WATER	SUPPLIES	\$208.93
POMP'S TIRE SERVICE, INC.	SERVICE	\$74.20
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,307.14
PRO LINE INC	SUPPLIES	\$144.95
RC FIRST AID	SUPPLIES	\$167.00
RELIABANK DAKOTA	FLEX DC	\$6,133.89
RESCO	4/0 LOADBREAK ELBOWS	\$6,398.52
RICE LAKE WEST	WTP EQUIPMENT REPLACEMENT	\$98,074.71
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SERVICE	\$949.61
RUNNING'S SUPPLY INC	SUPPLIES	\$322.95
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SERVICE	\$710.00
SCHAEFFER MFG CO	SUPPLIES	\$1,539.45
SCHOOL BOARD OF ED	ENERGY INCENTIVE REBATE	\$8,698.79
SD ONE CALL	LOCATES	\$36.75
SDRS SPECIAL PAY PLAN	401a SICK	\$35,840.73
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SHERWIN WILLIAMS CO	SUPPLIES	\$439.99
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$10,056.11
SNAP-ON INCORPORATED	SUPPLIES	\$69.47
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$95.08
STAR LAUNDRY	SERVICE	\$634.37

STUART C IRBY CO	FUSE UNITS FOR SWITCH GEAR CABINETS	\$9,036.72
TECHNOLOGY FOR ENERGY CORPORATION	SERVICE	\$2,497.16
TEREX USA, LLC	SERVICE - UNIT 25	\$6,251.61
TITAN MACHINERY- WTN	SERVICE	\$1,389.21
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	\$568.76
TRAV'S OUTFITTER	SAFETY CLOTHING	\$2,179.88
TYNDALE COMPANY INC	SAFETY CLOTHING	\$158.95
USA BLUEBOOK	SUPPLIES	\$1,818.91
UTILITY SERVICE CO., INC	WATER TOWER MAINTENANCE	\$243,569.09
V&M COMPANY, INC.	SUPPLIES	\$1,680.00
WATERTOWN AREA CHAMBER OF COMMERCE	MEMBERSHIP	\$425.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN UNITED WAY	United Way	\$240.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$1,700.00
WAYTEK INC	SUPPLIES	\$109.83
WESCO DISTRIBUTION INC	3 PHASE ENCLOSURES	\$45,817.73
ZEP SALES AND SERVICE	SUPPLIES	\$1,020.95
	TOTAL	\$1,248,953.45

Total February 2025 \$1,248,953.45; Transfer to City's General Fund \$124,117.00, Muni Utilities Electric Water Gas \$50,820.62; Missouri River Energy Services Power \$2,321,968.72; BP Canada Energy Marketing Natural Gas \$395,674.45; Dept. of Revenue Sales/Excise Tax \$285,733.13; CPEP #3 Natural Gas \$219,772.56, CPEP #4 Natural Gas \$130,778.31, CPEP #5 Natural Gas \$541,638.20, CPEP #3 Hedge \$60,568.20, CPEP #4 Hedge \$4,459.98, City Finance Office Garbage/Sewer \$783,937.43.

**ITEM 8169**

Pursuant to SDCL 1-25-2(3) Carter moved with second by Thomas to move to Executive Session. Motion carried.

Vice-President Brenden declared Executive Session done and they reconvened to regular session.

Motion by Larkin with second by Thomas 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 26<sup>th</sup>, day of February, 2025.

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

Lisa Pahl  
Board Secretary  
Municipal Utilities Board

Dan Brenden  
Board Vice-President  
Municipal Utilities Department