

## **MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Monday, June 26<sup>th</sup>, 2017**

The Watertown Municipal Utilities Board convened in regular session at the Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, June 26<sup>th</sup>, 2017 at 12:00 p.m. with President Dave Strait presiding.

Board members present: Dave Strait, Dustin Padgett, Mike Luken, John Holley and Greg Solum. Board Liaison, member of City Council, Glen Vilhauer. Staff members present: Steve Lehner, Todd Chambers, Adam Karst, Jeff DeVille, Rich Schmidt, Doug Enstad, Mark Haider, Kevin Kruiter, Sheila Mennenga and Lisa Pahl. Guest Mayor - Elect Sarah Caron. Press Drew Mahowald, Public Opinion Newspaper, Don Egert KXLG radio.

### **ITEM 6936**

Motion by Padgett with second by Luken to approve the Agenda. Motion carried.

### **ITEM 6937**

Motion by Padgett with second by Luken to approve Minutes of regular meeting on May 31<sup>st</sup>, 2017. Motion carried.

### **ITEM 6938**

This being the time and place set for consideration of bids, the following was presented. Bid for Peak Shaving Plant and Propane Tank Updates. The bid was opened Thursday, June 22<sup>nd</sup>, 2017 at 1:30 PM by Watertown Municipal Utilities Staff as authorized by the Board.

Peak Shaving Plant and Propane Tank Updates: One bid was received and upon review and recommendation by Chambers, motion by Luken with second by Solum to award bid to low valid bidder to Standby Systems Inc., Minneapolis for a total of \$143,600.00. Motion carried.

### **ITEM 6939**

Open: Lehner presented two bill stuffers the City of Watertown's Police Department's Colordash 5K run and the two-sided Cookin' on Kampeska and Clean Water. DeVille gave a brief update on the AWWA Conference that He and Luken went to in Philadelphia. He said there is always something new or someone new to see. Luken said there was 11,000 people from 29 countries registered for this conference. Of the eleven booths Luken stopped at 6 knew J. DeVille from Watertown South Dakota. He is very well respected. Luken was very impressed with the people, material and classes that were presented at this conference.

### **ITEM 6940**

Chambers presented the Report on Operations and Projects: Electric Department, Projects Completed This Month: Linemen worked 18 hours on Sunday

June 11<sup>th</sup> to restore power caused by the storm. 5 poles were broken. Work continued on the storm damage for a few days and the last pole was changed on June 21<sup>st</sup>. Repaired damage to Uptown Substation transformer caused by a bird, the substation was returned to normal operations. Projects in Progress: Terminating wire and transferring customers to new underground in the Uptown Alley Project. Projects Starting Next Month: Engelstad Installing primary per contract north of Runnings upgrading old existing wire and primary and secondary per contract at Watertown Stadium. Gas Department, Projects Completed this Month: Installed or removed 63 meter sets, Installing approximately 3,800 feet of new gas main in KAK. Projects in Progress: Reinstalling the gas line to the new hospital addition. Water Department: Projects Completed this Month: 4 main shut downs, 1 new service tap, 4 replacement service taps, 2 hydrants replaced and started the MIEX system. Engineering Tech Department, Projects Completed this Month: 343 One-Call locates June 1<sup>st</sup> - 22<sup>nd</sup>, 445 One-Call locates total May, 2017, 11 emergency locates (4 private Contractor & 7 WMU) Next Month: Average 475 One-Call locates in July.

#### **ITEM 6941**

Karst presented the report on Administration and Financial Statements: Purchasing, Accounting and Facilities, Projects in Progress: Equipment is ordered for clean agent fire suppression to be installed in the IT room, Equipment is ordered to add new exhaust systems in weld shop and mechanics shop, Landscaping the southwest corner of the operations building. Upcoming Projects: Installing a new fence around the ball field and removing old fence. Customer Service, Projects Completed this Month: 13,834 payments collected for a total of \$4,056,744 total of 53,309 services billed for a total of \$3,489,759. Human Resources/Risk Management, Attended 2017 SDML HR School in Pierre, New Hire: Michael Rost, CSR I, effective 6/7/2017. IT, Security Audit is finished, waiting for the final report, Ordered new UPS for data room, Normal monthly IT maintenance and troubleshooting.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$638,520 under budget compared to the budget for the five months ending May 31<sup>st</sup>, 2017. Total Capital Additions are \$682,105 under budget for the five months ending May 31<sup>st</sup>, 2017.

#### **ITEM 6942**

Motion made by Luken with second by Padgett to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for June 30<sup>th</sup>, 2017 Plus ACH Payroll Payments \$509,012.35. Summer Temps H. Riddle 13.00/hr, effective 5/30/2017, A. Stahlke 10.50/hr, effective 5/30/2017, S. Davis 11.75/hr, effective 5/30/2017, C. Thissen 13.75/hr, effective 5/22/2017 New Full Time K. Hills 16.15/hr, effective 5/30/2017, M. Rost 16.15/hr, effective 6/7/2017 Current Changes J. Rudebusch 29.60/hr, effective 6/13/2017.

Name	Payable Description	Payment Amount
July 3, 2017		
#1 WELDING PORTABLE WELDING & FAB.	SUPPLIES	\$112.50
ADV. ENGINEERING & ENVIR. SERVICES	I & C SYSTEM SERVICES	\$1,712.45
AFLAC	CANCER PT	\$2,144.69
AMERICAN ENGINEERING TESTING INC	WATER TESTING	\$485.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$109.83
ARROW EDUCATION FOUNDATION OFFICE	DONATION	\$1,000.00
AUTO BODY SPECIALTIES	SUPPLIES	\$172.34
AUTO VALUE PARTS STORE	SUPPLIES	\$360.22
AUTOMATIC TRANSMISSION & GEAR	SUPPLIES	\$306.63
BENDIX IMAGING INC	COMPUTER SUPPLIES	\$279.97
BERNIE'S TELEPHONE & TECH	SUPPLIES	\$331.25
BORDER STATES ELECTRIC SUPPLY	SINGLE PHASE FAULT IND./XARM/SPLICE/BOLTS	\$27,623.38
BORNS GROUP	POSTAGE & MAILING	\$9,077.96
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$54.48
BURNS, JERRY	REIMBURSEMENT EXPENSE	\$1,000.00
CALISTO, JOE	FIBER OPTIC SPLICES	\$220.00
CENTURY LINK	PHONE SERVICE 605 882-6233 B005093	\$297.31
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,466.28
CHILD SUPPORT PAYMENT CENTER	Child Support - Case # 322244010A	\$1,656.00
CLIMATE SYSTEMS INC	SUPPLIES	\$406.28
CODINGTON COUNTY REGISTER OF DEEDS	COPIES	\$103.00
CODINGTON-CLARK ELECTRIC COOP. INC	WELLFIELD ELECTRIC SERVICE	\$6,156.16
CONSULTING ENGINEERS GROUP INC	REPAIRS FOR RISER	\$842.50
CONVERGINT TECHNOLOGIES LLC	SERVICE	\$31.89
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$200.20
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$1,336.39
DAKOTA DATA SHRED	SHREDDING SERVICE	\$63.25
DAKOTA RIGGERS & TOOL	SUPPLIES	\$1,428.23
DAKOTA UNDERGROUND CONST. LLC	INSTALLATION OF UNDERGROUND SERVICES	\$17,552.00
DE VILLE, JEFF	REIMBURSEMENT EXPENSE	\$1,938.79
DEPARTMENT OF REVENUE	ENVIRONMENTAL FEES	\$7,545.00
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$306.51
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$4,062.56
DUININCK INC	Gravel, Rock, Dirt, and Sand	\$4,756.44
ENERGY ECONOMICS INC	METER SERVICE	\$840.61
ENERGY LABORATORIES INC	WATER TESTING	\$1,240.00
ETHANOL PRODUCTS LLC	CO2	\$3,113.90
FARNAMS GENUINE PARTS	SUPPLIES	\$102.00
FASTENAL COMPANY	SUPPLIES	\$256.61
FERGUSON ENTERPRISES, INC.	WATER PIPE AS PER BID	\$26,780.00
GCR TIRE CENTER	SUPPLIES	\$36.00
GEOTEK ENGINEERING & TESTING SERVI	WATER MAIN 3RD ST W FROM 7TH AVE TO 9TH AVE	\$565.00
GRAINGER	SUPPLIES	\$287.04
GREAT WESTERN BANK	TASC MED	\$6,504.66
GROEBNER	SUPPLIES	\$2,246.10
HARTWIG HEATING	SUPPLIES	\$2,700.00
HAWKINS, INC.	SUPPLIES	\$111.25
HD SUPPLY WATERWORKS, LTD	SUPPLIES	\$1,300.23
HM CRAGG	BATTERY INSPECTIONS	\$2,303.40
HUMAN SERVICE AGENCY	EAP SERVICES	\$247.50
IBEW LOCAL 426	UNION DUES	\$3,203.00
INDELCO PLASTICS CORPORATION	SUPPLIES	\$1,000.18
INGERSOLL RAND COMPANY	SUPPLIES	\$191.92
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$200.45
J & J EARTHWORKS	WATER MAIN REPLACEMENT	\$25,904.00
J H LARSON COMPANY	SUPPLIES	\$3,065.31
KARST, ADAM	REIMBURSEMENT EXPENSE	\$1,667.93
KEY CONTRACTING INC	POLE CHANGE OUT	\$19,344.82
KLM ENGINEERING, INC	SOUTH LAKE WATER TOWER	\$4,531.50
LANDON, JENNIFER L.	UB REFUND	\$622.71
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$526.80

LOCATORS & SUPPLIES INC	SUPPLIES	\$641.81
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$1,795.71
MAC'S INC	SUPPLIES	\$21.57
MAHOWALD'S HARDWARE & RENTAL	SUPPLIES	\$90.70
MARCO INC	COPIER PRINTS	\$239.09
MC KEEVER INC	SUPPLIES	\$336.69
MENARDS INC	SUPPLIES	\$1,077.75
MENNENGA, SHEILA	SDML HR SCHOOL	\$123.20
MET LIFE	LIFE INSURANCE	\$1,267.60
METERING & TECHNOLOGY SOLUTIONS	SUPPLIES	\$3,809.87
MIDCONTINENT COMMUNICATIONS	INTERNET SERVICE	\$181.00
MILBANK WINWATER WORKS	SUPPLIES	\$7,518.26
MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY MANUAL	\$240.00
MISSOURI RIVER ENERGY SERVICES	REGISTRATION FEE	\$150.00
MITCHELL, ANGIE	REIMBURSEMENT EXPENSE	\$540.59
MUNICIPAL UTILITIES - PC	PETTY CASH	\$531.41
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$232.78
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$14,509.86
NELSON TECHNOLOGIES INC	XARTU/1 VOLUME CORRECTOR	\$6,323.51
NELSON, NORWOOD	UB REFUND	\$1,280.09
NESD SHRM	COMPENSATION SURVEY	\$50.00
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$5,208.62
OFFICE PEEPS	SUPPLIES	\$425.52
PARA UX LLC	WEBSITE DESIGN	\$1,000.00
PETE LIEN & SONS	LIME	\$18,134.34
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$143.95
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,100.44
PRINT 'EM NOW INC	SUPPLIES	\$131.91
PRO LINE INC	SUPPLIES	\$32.36
QUARTER TURN RESOURCES INC	SUPPLIES	\$9,280.81
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$312.86
RESCO	SUPPLIES	\$952.07
RON'S SAW SALES	SUPPLIES	\$31.98
RSM US LLP	CYBER SECURITY AUDIT	\$15,750.00
RUNNING'S SUPPLY INC	SUPPLIES	\$494.20
SANFORD HEALTH OCCUP. MEDICINE CLINIC	SCREENS	\$1,112.00
SCHMIDT, RICHARD	REIMBURSEMENT EXPENSE	\$180.30
SD ONE CALL	LOCATES	\$488.25
SDRS SPECIAL PAY PLAN	401a VAC	\$22,095.80
SERVICEMASTER	JANITORIAL SERVICE	\$3,740.00
SHERWIN WILLIAMS CO	SUPPLIES	\$381.88
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$5,622.78
STAN HOUSTON EQUIP CO	SUPPLIES	\$865.90
STAR LAUNDRY INC	SUPPLIES	\$409.58
STRUSS, SCOTT	REIMBURSEMENT EXPENSE	\$108.40
STUART C IRBY CO	TRANSFORMERS AS PER BID	\$5,231.85
STURDEVANTS AUTO PARTS	SUPPLIES	\$121.63
TAC SERVICES LLC	LAWN SERVICE	\$1,520.00
TEREX SERVICES	SUPPLIES	\$726.67
TERMINAL SUPPLY CO.	SUPPLIES	\$2,178.80
TITAN MACHINERY-SF	SUPPLIES	\$586.01
TRAV'S OUTFITTER	SAFETY CLOTHING	\$132.00
ULINE INC	SUPPLIES	\$869.15
USA BLUEBOOK	SUPPLIES	\$1,677.53
UTILITIES PLUS ENERGY SERVICES INC	CABLE REPAIRS	\$11,690.00
VEIT CONST	UB REFUND	\$882.70
VERIFIED CREDENTIALS	BACKGROUND SCREENING	\$513.50
VISION SERVICE PLAN (VSP) (CA)	VISION INSURANCE	\$387.00
VOIGHT, DANIEL J	REIMBURSEMENT EXPENSE	\$1,000.00
WARBORG, BRYAN	REIMBURSEMENT EXPENSE	\$365.62
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$309.62
WATERTOWN UNITED WAY	United Way	\$446.00
WATERTOWN WHOLESALE	SUPPLIES	\$595.80

WESCO DISTRIBUTION INC	TRANSFORMERS AS PER BID	\$48,421.00
WILSON BOHANNAN COMPANY	SUPPLIES	\$1,091.88
XTREME GARAGE DOOR LLC	GARAGE DOOR REPAIR	\$102.50
TOTAL		<u>\$422,537.11</u>

Total June, 2017 422,537.11; Transfer to City's General Fund 101,864, Muni Utilities Electric Water Gas 35,648.98; Northern Natural Gas 2,273.20; Missouri River Energy Services Power 1,488,590.36; BP Canada Energy Marketing Natural Gas 159,976.20; Dept. of Revenue Sales/Excise Tax 150,494.14; CPEP Natural Gas 14,293.64, City Finance Office Garbage Sewer 404,677.24.

### **ITEM 6943**

Pursuant to SDCL 1-25-2(3) Luken moved with second by Holley to move to Executive Session for consulting with attorney on contractual matters and pending litigation. Motion carried.

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

Motion by Luken with second by Holley for Watertown Municipal Utilities to maintain a bank account for utility funds with Great Western Bank that is separate from the City of Watertown's funds and accounts. Dustin Padgett abstained from voting. Motion carried.

Motion by Padgett with second by Solum to adjourn. Motion carried.

The Watertown Municipal Utilities Department 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 June, 2017.

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

Lisa Pahl  
Executive Secretary  
Watertown Municipal Utilities Board

Dave Strait  
Board President  
Watertown Municipal Utilities Board