

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

**Monday, August 28<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, August 28<sup>th</sup>, 2017 at 12:00 p.m. with Vice-President Dustin Padgett presiding.

Board members present: Dustin Padgett, Mike Luken, John Holley and Greg Solum. Board Liaison, member of City Council, Glen Vilhauer. Board President Dave Strait absent. Staff members present: Steve Lehner, Todd Chambers, Adam Karst, Jeff DeVille, Rich Schmidt, Doug Enstad, Mark Haider, Kevin Kruiter, Sheila Mennenga, Steph Ries and Lisa Pahl. Vince Foley, Interim City Attorney. Press Dan Crisler, Public Opinion Newspaper and Don Egert, KXLG Radio.

### **ITEM 6956**

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

### **ITEM 6957**

Motion by Luken with second by Solum to approve Minutes of regular meeting on July 31<sup>st</sup>, 2017 and special session on August 16<sup>th</sup>, 2017. Motion carried.

### **ITEM 6958**

This being the time and place set for consideration of bids, the following was presented. Bid for Replacement of 3 low head treated water pumps and 1 filter backwash pump for the Water Department. The bids were opened Thursday, August 24<sup>th</sup>, 2017 at 1:30 PM by Watertown Municipal Utilities Staff as authorized by the Board.

Two bids were received and upon review and recommendation by Chambers, motion by Holley with second by Luken to award bid to low valid bidder, to WW Goetsch Associates Inc., Minneapolis, MN for a total of \$48,141.00. Motion carried.

### **ITEM 6959**

Open: Bill Stuffer - Customer Service Survey. The results of this biennial survey will be presented at the October Board Meeting.

### **ITEM 6960**

New Business: Lehner welcomed Vince Foley, Interim City Attorney.

### **ITEM 6961**

Chambers presented the Report on Operations and Projects: Electric Department, Projects Completed This Month: Moved poles and street lights for 1<sup>st</sup> Ave railroad crossing closure and 28 transformers replaced, 20 of the 28 were on the underground project North of Runnings. Projects in Progress:

Switched out 115 KV line from WAPA to East sub for water tower painting. Gas Department, Projects Completed this Month: Installed or removed 87 meter sets, Completed a 2 day construction inspection by the state pipeline inspector and operated 30 emergency valves for the state inspector. Projects in Progress: Summer leak survey. Water Department: Projects Completed this Month: 5 main shut downs, 16 new service tap, 4 replacement service taps and 2 hydrant replaced. All the hydrants in the system have been checked for proper operation and 50 of them have been repainted. Projects in Process: Larson Tower has been completely sand blasted and primed. Engineering Tech Department, Projects Completed this Month: 359 One-Call locates August 1<sup>st</sup> - 23<sup>rd</sup>, 466 One-Call locates total July, 2017, 8 emergency locates (6 private Contractor & 2 WMU) Next Month: Average 470 One-Call locates in September.

### **ITEM 6962**

Karst presented the report on Administration and Financial Statements: Purchasing, Accounting and Facilities, Projects in Progress: The installation of the new exhaust in weld shop and mechanics shop is completed. Projects in Progress: Installing clean agent fire suppression in the IT room. Upcoming Projects: Crack sealing parking lot. Customer Service, Projects Completed this Month: 14,044 payments collected for a total of \$4,372,941 total of 53,520 services billed for a total of \$4,550,850, Projects Starting Next Month: Customer Service Survey being sent out with September bills. Human Resources/Risk Management, Completed and submitted application for Safety Benefits, Inc. 2017 Safety and Loss Control Recognition. IT: Cybersecurity awareness training, Website re-design. The top ten webpage's visited data is unavailable this month due to the re-designed website and will be back next month.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$140,293 under budget compared to the budget for the seven months ending July 31<sup>st</sup>, 2017. Total Capital Additions are \$1,246,256 under budget for the seven months ending July 31<sup>st</sup>, 2017.

### **ITEM 6963**

Motion made by Holley with second by Luken to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for July 31<sup>st</sup>, 2017 Plus ACH Payroll Payments \$482,315.86.

Name	Payable Description	Payment Amount
<b>September 1, 2017</b>		
ABC LOCK & KEY	SUPPLIES	\$ 145.00
ACTION BATTERY WHOLESALERS	SUPPLIES	\$ 449.10
ACTIVE HEATING INC	EXHAUST SYSTEM-WELDING SHOP	\$ 30,251.08
AFLAC	CANCER PT	\$ 2,007.64
AMERICAN ENGINEERING TESTING INC	WATER TESTING	\$ 506.25
A-OX WELDING SUPPLY INC	SUPPLIES	\$ 160.93
AQUA-PURE INC	BULK AF 1102	\$ 15,087.00
AUTO BODY SPECIALTIES	SUPPLIES	\$ 323.75
AUTOMATIC TRANSMISSION & GEAR	SUPPLIES	\$ 1,887.97
BENDIX IMAGING INC	OFFICE SUPPLIES	\$ 49.99
BENSON, BRIAN	REIMBURSEMENT EXPENSE	\$ 1,087.38

BORDER STATES ELECTRIC SUPPLY	30' MOUNTING HEIGHT WITH 6' ARMS	\$ 53,032.35
BORNS GROUP	POSTAGE & MAILING	\$ 8,021.28
BURAND INC	SUPPLIES	\$ 319.28
BURCHATZ CONSTRUCTION CO. INC	CONCRETE REPLACEMENT	\$ 9,238.55
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$ 93.17
CENTURY LINK	PHONE SERVICE 605 882-6233 B005093	\$ 297.31
CHAMBERS, TODD	REIMBURSEMENT EXPENSE	\$ 774.27
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$ 1,063.46
CHILD SUPPORT PAYMENT CENTER	CHILD SUPPORT - Case # 322244010A	\$ 1,656.00
CODINGTON CTY REGISTER OF DEEDS	COPIES	\$ 64.00
CODINGTON-CLARK ELECTRIC COOP.	WELLFIELD ELECTRIC SERVICE	\$ 4,503.92
COMPASS MINERALS	SUPPLIES	\$ 4,908.60
CONNECTING POINT	SOFTWARE MAINTENANCE	\$ 24.75
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$ 533.00
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$ 242.71
CUSTOM TRUCK EQUIPMENT INC.	SUPPLIES	\$ 14,639.18
CX SOLUTIONS INC	PUBLIC GAS SURVEY	\$ 7,500.00
DAKOTA DATA SHRED	SHREDDING SERVICE	\$ 63.25
DAKOTA EDGING	MOWER EDGING	\$ 207.00
DE NORA WATER TECHNOLOGIES	CHLORINE GENERATION CELLS	\$ 40,544.05
DEPARTMENT OF REVENUE	WATER SAMPLES	\$ 442.00
DESIGN SOLUTIONS & INTEGRATION	SUPPLIES	\$ 1,256.00
DGR ENGINEERING	RECOATING SOUTH LAKE & 19TH ST TANKS	\$ 14,541.00
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$ 183.50
DITCH WITCH OF SOUTH DAKOTA, INC	SUPPLIES	\$ 101.21
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$ 5,733.38
DUININCK INC	GRAVEL, DIRT AND ROCK	\$ 3,777.21
ELEMENT MATERIALS TECHNOLOGY	PIPE WELD QUALIFICATION	\$ 225.00
ENERGY LABORATORIES INC	WATER TESTING	\$ 140.00
ENGELSTAD ELECTRIC COMPANY	BORE-4" STEEL PIPE	\$ 2,070.00
ETHANOL PRODUCTS LLC	SUPPLIES	\$ 1,821.72
EVOLUTION POWERSPORTS	SUPPLIES	\$ 251.21
FANNIN, ALLEN	ENERGY INCENTIVE REBATE	\$ 350.00
FARNAMS GENUINE PARTS	SUPPLIES	\$ 262.92
FASTENAL COMPANY	SUPPLIES	\$ 576.72
G & R CONTROLS INC.	SERVICE	\$ 1,165.55
GAS PRODUCTS SALES, INC	SUPPLIES	\$ 6,299.11
GCR TIRE CENTER	SUPPLIES	\$ 40.00
GLACIAL LAKES RADIATOR	SUPPLIES	\$ 645.00
GOETZ, JUSTIN	REIMBURSEMENT EXPENSES	\$ 222.18
GRAINGER	SUPPLIES	\$ 228.30
GREAT WESTERN BANK	TASC MED	\$ 6,504.66
GROEBNER	SUPPLIES	\$ 1,278.15
HAIDER, MARK	REIMBURSEMENT EXPENSE	\$ 1,371.59
HAWKINS, INC.	SUPPLIES	\$ 1,975.99
HD SUPPLY WATERWORKS, LTD	SUPPLIES	\$ 1,630.98
IBEW LOCAL 426	UNION DUES	\$ 3,203.00
INDELCO PLASTICS CORPORATION	SUPPLIES	\$ 260.38
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$ 523.35
J H LARSON COMPANY	SUPPLIES	\$ 2,186.76
JUSTICE FIRE & SAFETY	CLEAN AGENT FIRE SUPPRESSION SYSTEM	\$ 13,430.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$ 795.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$ 207.07
LOCATORS & SUPPLIES INC	SUPPLIES	\$ 1,399.50
LUKONEN'S TOOL SERVICE INC	SUPPLIES	\$ 39.75
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$ 281.16
MAC'S INC	SUPPLIES	\$ 214.10
MAGUIRE IRON INC	EXTERIOR PAINTING OF SOUTH LAKE TOWER	\$ 51,479.60
MARCO INC	COPIER PRINTS	\$ 394.02
MEL DAHLE TIRE CO	SUPPLIES	\$ 24.00
MENARDS INC	SUPPLIES	\$ 1,150.35
MET LIFE	LIFE INSURANCE	\$ 1,264.90
MIDCONTINENT COMMUNICATIONS	INTERNET SERVICE	\$ 165.00
MILBANK COMMUNICATIONS INC	SUPPLIES	\$ 71.70

MILBANK WINWATER WORKS	SUPPLIES	\$ 994.68
MINNESOTA MUNICIPAL UTILITIES ASSN	REGISTRATION FEES	\$ 1,320.00
MISSOURI RIVER ENERGY SERVICES	REGISTRATION FEE	\$ 175.00
MITCHELL, ANGIE	REIMBURSEMENT EXPENSE	\$ 133.29
MOTION INDUSTRIES	SUPPLIES	\$ 379.30
MUNICIPAL UTILITIES - PC	PETTY CASH	\$ 413.37
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$ 788.98
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$ 8,871.12
NEW PIG CORP	SUPPLIES	\$ 100.70
NORTHERN TOOL & EQUIP CO	SUPPLIES	\$ 215.15
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$ 4,115.73
NOVA FIRE PROTECTION INC	ANNUAL INSPECTION	\$ 150.00
OFFICE PEEPS	SUPPLIES	\$ 999.94
PARA UX LLC	WEBSITE DESIGN	\$ 1,625.00
PETE LIEN & SONS	BULK LIME	\$ 17,776.28
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$ 143.95
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$ 1,074.95
QUALITROL COMPANY LLC	SUPPLIES	\$ 1,673.26
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$ 304.95
RESCO	SUPPLIES	\$ 4,034.72
RON'S SAW SALES	SUPPLIES	\$ 23.48
ROTH, KEENAN M	REIMBURSEMENT EXPENSES	\$ 1,008.00
RSM US LLP	CYBER SECURITY AUDIT	\$ 4,620.00
RUNNING'S SUPPLY INC	SUPPLIES	\$ 186.88
SCHAEFFER MFG CO	SUPPLIES	\$ 1,231.34
SCHMIDT, RICHARD	REIMBURSEMENT EXPENSE	\$ 158.37
SD ONE CALL	LOCATES	\$ 528.15
SDML WORKERS COMP FUND	REGISTRATION FEES	\$ 100.00
SDWWA	REGISTRATION FEES	\$ 240.00
SERVICEMASTER	JANITORIAL SERVICE	\$ 3,740.00
SHOREVIEW PROPERTIES LLC	ENERGY INCENTIVE REBATE	\$ 1,375.00
SIGN PRO	SUPPLIES	\$ 159.00
SIOUX RURAL WATER INC	SETTLEMENT AGREEMENT	\$ 100,000.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$ 5,436.18
SIOUX VALLEY GREENHOUSES	LANDSCAPING	\$ 230.00
SPEE-DEE DELIVERY SERVICE INC	SHIPPING	\$ 180.21
STAN HOUSTON EQUIP CO	SUPPLIES	\$ 303.36
STAR LAUNDRY INC	SUPPLIES	\$ 384.96
STURDEVANTS AUTO PARTS	SUPPLIES	\$ 133.36
T & R ELECTRIC SUPPLY COMPANY INC	SAMPLING FEE	\$ 2,700.00
TAC SERVICES LLC	LAWN SERVICE	\$ 1,760.00
TEREX SERVICES	SUPPLIES	\$ 2,920.21
TITAN MACHINERY- WTN	SUPPLIES	\$ 154.96
TITAN MACHINERY-DICKINSON	SUPPLIES	\$ 44.35
TRAV'S OUTFITTER	FR CLOTHING	\$ 67.00
TYLER BUSINESS FORMS	OFFICE SUPPLIES	\$ 268.31
UPS	SUPPLIES	\$ 295.96
USA BLUEBOOK	SUPPLIES	\$ 4,825.08
VISION SERVICE PLAN (VSP) (CA)	VISION INSURANCE	\$ 358.47
WALMART COMMUNITY	SUPPLIES	\$ 97.83
WATERTOWN CO-OP ELEVATOR ASSN	SUPPLIES	\$ 325.80
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$ 8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$ 426.03
WATERTOWN UNITED WAY	United Way	\$ 446.00
WATERTOWN WHOLESALE	SUPPLIES	\$ 561.35
WESCO DISTRIBUTION INC	SUPPLIES	\$ 2,155.00
WILLIAM NEALE & CO., PC	2016 AUDIT	\$ 9,243.00
WINSUPPLY OF WATERTOWN	SUPPLIES	\$ 242.40
WW TIRE SERVICE INC	SUPPLIES	\$ 789.95
<b>TOTAL</b>		<b><u>\$ 531,565.60</u></b>

Total August, 2017 531,565.60; Transfer to City's General Fund 101,864, Muni Utilities Electric Water Gas 79,032.85; Northern Natural Gas 2,273.20; Missouri River Energy Services Power 2,448,846.36; BP Canada Energy Marketing Natural Gas 97,524.14; Dept. of Revenue Sales/Excise Tax 193,414.06; CPEP Natural Gas 8,461.45, City Finance Office Garbage Sewer 413,678.93.

**ITEM 6964**

Lehner noted that Dave Strait was re-appointed to serve a five year term and Glen Vilhauer was appointed to serve as the City Council liaison by Mayor Caron. Lehner requested reorganization of the Board. Motion by Holley with second by Solum to appoint Dustin Padgett as President and Mike Luken as Vice President. Motion carried.

Board President Padgett appointed the committees, they are as follows:

Rates & Transfers	Dave Strait and Mike Luken
Wages & Personnel	Dave Strait and Greg Solum
Production & Distribution	Greg Solum and Mike Luken
Buildings & Equipment	Mike Luken and John Holley
Inventory Control	John Holley and Greg Solum
Finance: All with Dustin Padgett as Chairman	First named member to be Chairman of Committee

**ITEM 6965**

Pursuant to SDCL 1-25-2(3) Luken moved with second by Solum to move to Executive Session for discussion of contractual matters and pending litigation. The Board does not expect to take action when they reconvene to regular session. Motion carried.

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

Motion by Luken 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 28<sup>th</sup>, day of August, 2017.

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

Lisa Pahl  
Executive Secretary  
Watertown Municipal Utilities Board

Dustin Padgett  
Board President  
Watertown Municipal Utilities Board