

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

**Monday, September 25<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, September 25<sup>th</sup>, 2017 at 12:00 p.m. with President Dustin Padgett presiding.

Board members present: Dustin Padgett, Mike Luken, Greg Solum and Dave Strait. Board Member John Holley Absent. 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, Mark Meier, Kevin Kruiter, Sheila Mennenga, Steph Ries and Lisa Pahl. Vince Foley, Interim City Attorney. Guest Sarah Caron, Mayor and Troy Hieb of William Neale & Co P.C., Press Dan Crisler, Public Opinion Newspaper.

### **ITEM 6966**

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

### **ITEM 6967**

Motion by Strait with second by Solum to approve Minutes of regular meeting on August 28<sup>th</sup>, 2017. Motion carried.

### **ITEM 6968**

Presentation was made by Troy Hieb of William Neale & Co P.C. for the 2016 audit. There were no audit findings to be included in the Schedule of audit findings. Motion by Strait with second by Luken to accept 2016 audit as presented. Motion carried.

### **ITEM 6969**

Karst presented a report of unclaimed property to be reported to the state. Motion to cancel these check numbers and direct funds to the South Dakota Unclaimed Property division. Motion by Luken with second by Strait to approve submittal to the state. Motion carried.

### **ITEM 6970**

Open: Lehner presented the Bill Stuffers - Living Safely with Natural Gas and the info sheet on ACH forms and Online Access. Lehner offered an invite to the board to attend one of the four MRES Area Meetings.

### **ITEM 6971**

Chambers presented the Report on Operations and Projects: Electric Department, Projects Completed This Month: 115 KV Line from WAPA to East Sub back in service after water tower was painted. Projects in Progress: Installing primary wire and transformer for LATI robotics building. Projects Starting Next Month: Engelstad Installing Primary and Secondary per contract

at Cenex Alley. Gas Department, Projects Completed this Month: Installed or removed 57 meter sets, Moved Reg. Station #13 on South Hwy 81 approximately 200 feet west for the new roundabout. Water Department: Projects Completed this Month: 2 main shut downs, 3 new service tap, 4 replacement service taps and 2 hydrants replaced. Projects in Process: Larson Tower has been completely painted and is being filled and tested, Getting MIEX system ready to be laid up for the winter. The MIEX is used in the Peak summer months. Engineering Tech Department, Projects Completed this Month: 233 One-Call locates September 1<sup>st</sup> - 20<sup>th</sup>, 489 One-Call locates total August, 2017, 3 emergency locates - 3 private contractor. Next Month: Average 495 One-Call locates in October.

### **ITEM 6972**

Karst presented the report on Administration and Financial Statements: Purchasing, Accounting and Facilities, Projects in Progress: Installation of clean agent fire suppression in the IT room complete, painted the fascia on the operations building. Projects in Progress: Ordering, receiving and stocking material, Cleaning up old wood poles, pallets and miscellaneous junk in yard, MRES electric rate study. In the October board meeting we will go over the recommended 2018 Electric Rates. Customer Service, Projects Completed this Month: 13,968 payments collected for a total of \$4,713,574 total of 53,736 services billed for a total of \$4,368,121. Human Resources/Risk Management, Assisted Steve and Watertown Development Company with the hiring of the new Executive Director by scheduling interviews, setting up drug screen and background checking services and creating miscellaneous forms and documents, Beginning review of health insurance renewal - should receive renewal and quotes first part of October. IT: Current Projects: Finished installing a new UPS for data room, cyber security awareness training. IT, Current Projects: Finished installing a new UPS for data room, cyber security awareness training, Website updates and 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 \$216,150 under budget compared to the budget for the eight months ending August 31<sup>st</sup>, 2017. Total Capital Additions are \$1,307,836 under budget for the eight months ending August 31<sup>st</sup>, 2017.

### **ITEM 6973**

Motion made by Strait 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 September, 2017 Plus ACH Payroll Payments \$496,130.19. Info: S. Witte effective 9/9/2017 34.99/hr.

Name	Payable Description	Payment Amount
October 2, 2017		
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$817.46
ADVANCED ENGINEERING & ENVIR. SERV.	I&C SYSTEM SERVICES	\$888.00
AFLAC	CANCER PT	\$2,007.64
A-I COMPUTER SOLUTIONS	SUPPLIES	\$101.77
AMERICAN ENGINEERING TESTING INC	WATER SAMPLE TESTING	\$590.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$727.10
APGA	RENEWAL FEE	\$995.00
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$159.30
AUTO BODY SPECIALTIES	SUPPLIES	\$96.31

AUTOMATIC BUILDING CONTROLS	SERVICE	\$496.94
BELL LUMBER & POLE CO	WOOD POLES	\$23,012.00
BENDIX IMAGING INC	OFFICE SUPPLIES	\$290.97
BENSON, BRIAN	REIMBURSEMENT EXPENSE	\$449.04
BORDER STATES ELECTRIC SUPPLY	SUPPLIES	\$38,488.74
BORNS GROUP	POSTAGE & MAILING	\$8,440.87
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$254.99
CARRICO LAW PROFESSIONAL LLC	LEGAL FEES	\$635.50
CARTNEY BEARING & SUPPLY	SUPPLIES	\$83.45
CENTURY LINK	PHONE SERVICE 605 882-6233 B005093	\$297.31
CHAMBERS, TODD	REIMBURSEMENT EXPENSE	\$242.73
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$1,816.65
CHILD SUPPORT PAYMENT CENTER	Child Support - Case # 322244010A	\$1,656.00
CODING. CTY REGISTER OF DEEDS	COPIES	\$172.00
CODINGTON-CLARK ELECTRIC COOP. INC	WELLFIELD ELECTRIC SERVICE	\$4,005.46
COMPASS MINERALS	BULK SALT	\$9,725.83
CONNECTING POINT	SERVER UPGRADE	\$3,614.75
CORE & MAIN LP	SUPPLIES	\$20,344.75
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$328.91
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$140.00
DAKOTA DATA SHRED	SHREDDING SERVICE	\$63.25
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$9,227.10
DUININCK INC	DIRT AND ROCK	\$734.05
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$174.00
ELEMENT MATERIALS TECHNOLOGY	PIPE WELD QUALIFICATION	\$225.00
ENERGY LABORATORIES INC	WATER TESTING	\$1,240.00
ENGELSTAD ELECTRIC COMPANY	INSTALLATION OF UNDERGROUND	\$41,972.82
ETHANOL PRODUCTS LLC	SUPPLIES	\$2,089.86
FARNAMS GENUINE PARTS	SUPPLIES	\$572.67
FASTENAL COMPANY	SUPPLIES	\$392.84
FRANKLIN PRESS INC	PUBLIC AWARENESS	\$3,232.40
GCR TIRE CENTER	SUPPLIES	\$202.00
GLASS PRODUCTS INC	DEADBOLTS	\$589.00
GRAYBAR ELECTRIC CO INC	UPS BATTERY BACKUP	\$1,128.13
GREAT WESTERN BANK	TASC MED	\$6,504.66
GROEBNER	SUPPLIES	\$294.22
HAIDER, MARK	REIMBURSEMENT EXPENSE	\$1,240.10
HAWKINS, INC.	SUPPLIES	\$3,627.05
IBEW LOCAL 426	UNION DUES	\$3,203.00
INDELCO PLASTICS CORPORATION	SUPPLIES	\$667.61
INGERSOLL RAND COMPANY	SUPPLIES	\$290.00
INTERSTATE ALL BATTERY CENTER	BATTERIES FOR # 2	\$1,098.30
J & J EARTHWORKS	INSTALLATION OF WATER MAIN PIPE	\$46,090.13
J H LARSON COMPANY	SUPPLIES	\$3,037.59
JURGENS PRINTING INC	OFFICE SUPPLIES	\$870.00
JUSTICE FIRE & SAFETY	CLEAN AGENT SYSTEM FOR IT ROOM	\$5,470.00
KARST, ADAM	REIMBURSEMENT EXPENSES	\$1,378.87
KEROTEST MANUFACTURING CORP	SUPPLIES	\$2,798.68
KOONS GAS MEASUREMENT	GAS METERS	\$11,011.16
LAKE CITY FIRE EQUIPMENT LLC	SUPPLIES	\$27.12
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$203.62
LIFT PRO EQUIP CO	ENGINE FOR FORKLIFT	\$3,736.41
LUKONEN'S TOOL SERVICE INC	SUPPLIES	\$250.00
M & T FIRE & SAFETY INC	SUPPLIES	\$19.00
MAC'S INC	SUPPLIES	\$80.71
MARCO INC	COPIER PRINTS	\$422.02
MATHESON TRI-GAS INC	SUPPLIES	\$21.85
MC KEEVER INC	SUPPLIES	\$336.69
MENARDS INC	ENERGY INCENTIVE REBATE	\$43,784.59
MERTZ FENCING	FENCE AROUND TRANS. AT THE STADIUM	\$2,843.50
MET LIFE	LIFE INSURANCE	\$1,264.90
MICHAELS FENCE & SUPPLY	FENCE AROUND BALL FIELD 580'	\$10,737.00
MIDCONTINENT COMMUNICATIONS	INTERNET SERVICE	\$165.00
MILBANK WINWATER WORKS	PVC WATER PIPE	\$28,117.90
MOTION INDUSTRIES	SUPPLIES	\$873.54
MUELLER CO	SUPPLIES	\$442.04
MUNICIPAL UTILITIES - PC	PETTY CASH	\$368.87
MUNI UTIL-NSF CHECK ACCO	REIMBURSE NSF FUND	\$248.57
MUNI UTIL-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$6,617.51
NORTHERN DEWATERING INC	WELLPOINT PUMP	\$720.00
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$9,282.92
OFFICE PEEPS	SUPPLIES	\$691.43
OLSON, GARY	REIMBURSEMENT EXPENSE	\$1,853.10
OVERHEAD DOOR CO OF WTN	SUPPLIES	\$40.00
PEDERSON, MIKE	REIMBURSEMENT EXPENSE	\$244.50
PETE LIEN & SONS	BULK LIME	\$17,145.80
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$147.95
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,074.95
PRINT 'EM NOW INC	SUPPLIES	\$135.07
REDLINGER BROS PLUMB. & HTG	SUPPLIES	\$53.20
RESCO	AIR FLOW SPOILER	\$23,009.57
ROBERT E LEE	STUMP REMOVAL	\$2,560.00
ROTH, KEENAN M	REIMBURSEMENT EXPENSE	\$229.67
RUNNING'S SUPPLY INC	SUPPLIES	\$254.45
SANFORD HLTH OCCUP. MED CLINIC	SCREENS	\$129.00
SD ELECTRICAL COUNCIL	2018 MEMBERSHIP DUES	\$40.00
SD ONE CALL	LOCATES	\$555.45

SERVICEMASTER	JANITORIAL SERVICE	\$3,740.00
SHERWIN WILLIAMS CO	SUPPLIES	\$230.54
SHIRTS IN THE WORKS	SUPPLIES	\$1,422.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$5,632.23
SIOUX VALLEY GREENHOUSES	STUMP REMOVAL	\$2,805.00
STAN HOUSTON EQUIP CO	SUPPLIES	\$2,000.00
STAR LAUNDRY INC	SUPPLIES	\$424.40
STATE TREASURER	2017 UNCLAIMED PROPERTY	\$1,830.18
STUART C IRBY CO	SUPPLIES	\$5,772.22
STURDEVANTS AUTO PARTS	SUPPLIES	\$377.00
SURE TEST INC	SCREENINGS	\$73.78
TAC SERVICES LLC	LAWN SERVICE	\$1,775.00
TEREX SERVICES	SUPPLIES	\$740.16
TERMINAL SUPPLY CO.	SUPPLIES	\$190.93
TRAVS OUTFITTER	SUPPLIES	\$26.99
ULINE INC	SUPPLIES	\$1,679.33
UPS	SUPPLIES	\$69.27
US PLASTICS CORP	SUPPLIES	\$55.09
USA BLUEBOOK	SUPPLIES	\$105.22
VISION SERVICE PLAN (VSP) (CA)	VISION INSURANCE	\$358.47
WALMART COMMUNITY	SUPPLIES	\$29.96
WATERTOWN DEVELOPMENT CO.	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$389.77
WATERTOWN UNITED WAY	United Way	\$446.00
WESCO DISTRIBUTION INC	WIRE	\$23,194.69
WICKED WARNINGS	SUPPLIES	\$463.50
ZEP SALES AND SERVICE	SUPPLIES	\$231.79
	TOTAL	\$491,785.38

Total September, 2017 491,785.38; Transfer to City's General Fund 101,864, Muni Utilities Electric Water Gas 75,023.62; Northern Natural Gas 2,273.20; Missouri River Energy Services Power 2,250,422.63; BP Canada Energy Marketing Natural Gas 109,090.64; Dept. of Revenue Sales/Excise Tax 188,298.00; CPEP Natural Gas 8,362.87, City Finance Office Garbage Sewer 413,493.95.

### **ITEM 6974**

Pursuant to SDCL 1-25-2(3) Strait moved with second Luken 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 Strait with second by Luken 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 25<sup>th</sup>, day of September, 2017.

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

Lisa Pahl  
Executive Secretary  
Watertown Municipal Utilities Board

Dustin Padgett  
Board President  
Watertown Municipal Utilities Board