

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, December 31st, 2018

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, December 31st, 2018 at 12:00 p.m. with President Mike Luken presiding.

Board members present: Mike Luken, John Holley, Greg Solum, Lisa Carrico and Chris Carter. Board Liaison, member of City Council, Glen Vilhauer. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Jeff DeVille, Doug Enstad, John Lunde, Mark Meier, Kevin Kruiter, Sheila Mennenga, Stephanie Ries, Lisa Pahl and Attorney Vince Foley. Press Don Egert, KXLG Radio.

ITEM 7148

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

ITEM 7149

Motion by Holley with second by Carrico to approve Consent Agenda, which gives authorization to Call for Bids for the following items and authorization to Declare as Surplus the following items. Motion carried.

1. AUTHORIZE TO CALL FOR BIDS

- a) Pebble Lime - Water Department
- b) Solar Salt - Water Department
- c) Water Meters - Water Department
- d) Lime Sludge Removal - Water Department
- e) Hydrants - Water Department
- f) PVC Pipe - Water Department
- g) Installation of Water Mains - Water Department
- h) Directional Drilling for Water Main Installation- Water Department
- i) Replace Existing Main Distribution Areas - Water Department
- j) Odorizer - Gas Department
- k) Steel Pipe - Gas Department
- l) Gas Contractor for Main/Service Installs - Gas Department
- m) Transformers - Electric Department
- n) Wire -Electric Department
- o) Install URD Primary & Secondary - Electric Department
- p) Electric Service Installation - Electric Department
- q) Installation of Street Poles - Electric Department
- r) Testing and Inspecting of Pelican Transformer - Electric Department
- s) Pad-Mounted Switchgear - Electric Department

2. DECLARE AS SURPLUS

- a) 1996 Chev Kodiak Digger Derrick Truck
- b) 1999 Chev C65-2-ton Dump Truck Unit 15
- c) 1998 Toyota Forklift
- d) NBPL Odorizer

ITEM 7150

Motion by Solum with second by Carrico to approve Minutes of regular meeting on November 30th, 2018. Motion carried.

ITEM 7151

Motion by Carrico with second by Carter to remove the 2018 bankruptcy list as presented in the Board Packet totaling \$368.07 that was discharged in Bankruptcy Court in 2018, from Accounts Receivable. Motion carried.

ITEM 7152

Motion by Holley with second by Carter to remove the delinquent accounts totaling \$34,855.07 from Accounts Receivable. There has been no payment on these accounts for the past seven years. These names will remain on record in case of future payments made or applications for future service. Motion carried.

ITEM 7153

Motion by Holley with second by Carter to authorize General Manager to sign Engineering Service Agreement with Clark Engineering for east portion of Highway 212 project for replacement of 10" water main. Motion carried.

ITEM 7154

Magstadt presented the Report on Operations and Projects: Update on the extreme weather the past few days: No outages with electric, water or gas. Electric: Out patrolling the lines to make sure there is no ice build-up on the lines and making sure the lines are not galloping. Gas: Checking line heaters and reg-stations to make sure everything is working properly. Water: Adjusting tank levels by a couple feet to make sure the water is constantly moving to prevent freeze up.

ITEM 7155

Karst presented the report on Administration and Financial Statements: Purchasing, Accounting and Facilities, Projects Completed This Month: Completed 2018 physical inventory, Purchasing long lead time supplies for next spring and Sent out request for bid on 3 year Janitorial Service. Projects Completed this Month: 13,876 payments collected for a total of \$4,013,198 total of 53,658 services billed for a total of \$4,328,827. Human

Resources/Risk Management: New hire Joe Jellis, Apprentice Water Distribution & Maintenance, effective 12/3/2018, completed open enrollment for 2019 -Health Insurance - Dental Insurance - Life Insurance -AFLAC - Flex Plan. 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 \$1,383,911 above budget for the Eleven months ending November 30th, 2018. Total Capital Additions are \$991,664 under budget for the Eleven months ending November 30th, 2018.

ITEM 7156

Motion made by Carter with second by Carrico to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for December 2018 Plus ACH Payroll Payments \$490,137.52. Info: J. Jellis effective 12/3/2018 18.30/hr., T. Namken effective 12/5/2018 21.52/hr., C. Stangl effective 12/18/2018 39.29/hr.

| Name | Payable Description | Payment Amount |
|---|-------------------------------|----------------|
| JANUARY 2, 2019 | | |
| ADV. ENGINEERING & ENVIRONMENTAL SERVICES | I & C SERVICES | \$2,880.10 |
| AFLAC | CANCER PT | \$1,754.36 |
| A-OX WELDING SUPPLY INC | SUPPLIES | \$892.08 |
| APGA | REGISTRATION FEES | \$495.00 |
| AQUA-PURE INC | SODIUM TRIPOLYPHOSPHATE | \$6,600.00 |
| BENDIX IMAGING INC | OFFICE SUPPLIES | \$993.93 |
| BENSON, BRIAN | REIMBURSEMENT EXPENSE | \$1,834.73 |
| BNSF RAILWAY COMPANY | TRACK INSURANCE | \$1,266.00 |
| BORDER STATES ELECTRIC SUPPLY | SUPPLIES | \$3,984.29 |
| BORNS GROUP | POSTAGE & MAILING | \$7,682.62 |
| BOYS & GIRLS CLUB | ENERGY INCENTIVE REBATE | \$6,145.20 |
| BRAGE, DOUGLAS J | REIMBURSEMENT EXPENSE | \$161.40 |
| BUREAU OF ADMINISTRATION | STATE TELEPHONE NETWORK USAGE | \$57.82 |
| BURNS, JERRY | REIMBURSEMENT EXPENSE | \$606.95 |
| CATLETTE,STEPHEN | REIMBURSEMENT EXPENSE | \$77.00 |
| CENTURY LINK | PHONE SERVICE | \$297.88 |
| CHASE CARDMEMBER SERVICE | CREDIT CARD | \$6,374.93 |
| CHILD SUPPORT PAYMENT CENTER | EMPLOYEE DED: CHILD SUPPORT | \$850.00 |
| CHURCHILL, MANOLIS, FREEMAN, KLUDT, | UNION NEGOTIATION | \$4,293.79 |
| CODINGTON COUNTY REGISTER OF DEEDS | COPIES | \$62.00 |
| CODINGTON-CLARK ELECTRIC COOP. INC | WELLFIELD ELECTRIC SERVICE | \$4,970.00 |
| CONNECTING POINT | SOFTWARE MAINTENANCE | \$90.75 |
| CONSULTING ENGINEERS GROUP INC | SUBSTATION ENGINEER FEES | \$18,891.08 |
| CONVERGINT TECHNOLOGIES LLC | ALARM MONITORING | \$360.00 |
| CORE & MAIN LP | GATE VALVE | \$1,664.91 |
| CREDIT COLLECTIONS BUREAU | COLLECTIONS | \$219.65 |
| CRESCENT ELECTRIC SUPPLY CO | SUPPLIES | \$802.00 |
| DAKOTA DATA SHRED | SHREDDING SERVICE | \$66.40 |
| DAVES CONSTRUCTION INC | URD CONDUCTORS & DEVICES | \$10,994.50 |
| DENR | 2019 RENEWAL CERTIFICATION | \$60.00 |
| DEPARTMENT OF HEALTH | WATER SAMPLES | \$442.00 |
| DETERMAN, JEFF | REIMBURSEMENT EXPENSE | \$28.19 |
| DEVILLE, JEFF | REIMBURSEMENT EXPENSE | \$127.69 |
| DGR ENGINEERING | REVENUE METERING RELOCATION | \$1,219.00 |
| DITCH WITCH OF SOUTH DAKOTA, INC | SUPPLIES | \$629.06 |

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| DK DIESEL INJECTION INC | SUPPLIES | \$84.00 |
| DLT SOLUTIONS, LLC | 2019 SUBSCRIPTION | \$6,350.04 |
| DSG DAKOTA SUPPLY GROUP | SUPPLIES | \$2,991.87 |
| DUININCK INC | ROCK AND CRUSHED CONCRETE | \$2,235.35 |
| DYNAMIC ENGINEERING | SUPPLIES | \$674.68 |
| EFFRAIMSON ELECTRIC INC | INSTALLATION OF STREET LIGHTS | \$193,685.34 |
| ELECTRIC MOTORS & MOORE INC | SUPPLIES | \$79.00 |
| ENDERSON, MARSHA | REIMBURSEMENT EXPENSE | \$1,078.84 |
| ENERGY ECONOMICS INC | REPAIR & CALIBRATE 5M175 | \$424.17 |
| ENERGY LABORATORIES INC | WATER TESTING | \$1,270.00 |
| ETHANOL PRODUCTS LLC | BULK CO2 | \$496.62 |
| EVOLUTION POWERSPORTS | SUPPLIES | \$121.99 |
| FARM & HOME PUBLISHERS LTD | SUPPLIES | \$204.00 |
| FARNAMS GENUINE PARTS | SUPPLIES | \$852.82 |
| FASTENAL COMPANY | SUPPLIES | \$616.12 |
| FOLEY AND FOLEY LAW OFFICE, PC | LEGAL FEES | \$200.00 |
| FORMAN, CHRIS | REIMBURSEMENT EXPENSE | \$962.49 |
| GCR TIRE CENTER | SUPPLIES | \$809.00 |
| GRAINGER | SUPPLIES | \$917.75 |
| GREAT WESTERN BANK | TASC MED | \$6,994.58 |
| HAWKINS, INC. | SUPPLIES | \$2,131.20 |
| IBEW LOCAL 426 | UNION DUES | \$2,992.00 |
| INTERSTATE ALL BATTERY CENTER | SUPPLIES | \$308.19 |
| I-STATE TRUCK CENTER | FLATBED DUMP TRUCK PER BID | \$103,934.00 |
| J H LARSON COMPANY | SUPPLIES | \$52.58 |
| JOHNSON CONTROLS INC | AIR CONDITIONER FOR IT ROOM | \$1,000.00 |
| JOHNSON, BARB | REIMBURSEMENT EXPENSE | \$2,000.00 |
| JOINT UTILITY TRAINING SCHOOL | REGISTRATION FEES | \$1,000.00 |
| KARST, ADAM | REIMBURSEMENT EXPENSE | \$488.00 |
| KEISER, BRIAN | REIMBURSEMENT EXPENSE | \$1,864.01 |
| KOONS GAS MEASUREMENT | SUPPLIES | \$1,210.12 |
| KRANZ, CHAD | REIMBURSEMENT EXPENSE | \$2,816.12 |
| LAKE CITY FIRE EQUIPMENT LLC | FIRE EXTINGUISHER MAINTENANCE | \$245.06 |
| LEHNER, STEVE | REIMBURSEMENT EXPENSE | \$415.77 |
| LIGHT & SIREN | SUPPLIES | \$739.00 |
| LOCATORS & SUPPLIES INC | SUPPLIES | \$1,427.34 |
| LUKEN, MIKE | REIMBURSEMENT EXPENSE | \$25.72 |
| M & T FIRE & SAFETY INC | SUPPLIES | \$81.50 |
| MACK, ROBIN | REIMBURSEMENT EXPENSE | \$129.11 |
| MACKSTEEL WAREHOUSE INC | SUPPLIES | \$737.62 |
| MAC'S HARDWARE | SUPPLIES | \$415.33 |
| MAGSTADT, BERT | REIMBURSEMENT EXPENSE | \$63.77 |
| MARCO | COPIER LEASE | \$269.95 |
| MARK M STROHFUS | SUPPLIES | \$720.00 |
| MC KEEVER INC | SUPPLIES | \$227.66 |
| MENARDS INC | SUPPLIES | \$1,243.89 |
| MENNENGA, SHEILA | REIMBURSEMENT EXPENSE | \$124.00 |
| MESEBERG, DAVID | REIMBURSEMENT EXPENSE | \$31.73 |
| MESEBERG, MASON | REIMBURSEMENT EXPENSE | \$2,000.00 |
| MET LIFE | LIFE INSURANCE | \$1,393.80 |
| MIDCONTINENT COMMUNICATIONS | INTERNET & CABLE SERVICE | \$174.19 |
| MINNESOTA MUNICIPAL UTILITIES ASSN | 2019 MEMBER DUES | \$375.00 |
| MISSOURI RIVER ENERGY SERVICES | TESTING SERVICES | \$644.50 |
| MITCHELL, ANGIE | REIMBURSEMENT EXPENSE | \$150.00 |
| MUNICIPAL UTILITIES - PC | PETTY CASH | \$357.12 |
| MUNICIPAL UTILITIES-REFUND ACCT | REFUNDS OF CREDITS ON ACCOUNTS | \$3,507.92 |
| NESD SHRM | 2019 MEMBERSHIP DUES | \$60.00 |
| NIEMANN, ANDY | REIMBURSEMENT EXPENSE | \$90.00 |
| OFFICE PEEPS | SUPPLIES | \$1,105.57 |
| OLSON, GARY | REIMBURSEMENT EXPENSE | \$185.00 |

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| O'REILLY AUTOMOTIVE INC | SUPPLIES | \$295.46 |
| PETE LIEN & SONS | BULK LIME | \$10,957.92 |
| PETERSON, DELORES | REIMBURSEMENT EXPENSE | \$182.68 |
| PRAXAIR DISTRIBUTION INC | CYLINDER RENTAL | \$162.40 |
| PRINCIPAL FINANCIAL GROUP | DENTAL INSURANCE | \$1,239.92 |
| REDLINGER BROS PLUMBING & HEATING | SERVICE CALL | \$4,080.53 |
| RESCO | SUPPLIES | \$654.50 |
| RIPLEY, BRETT | REIMBURSEMENT EXPENSE | \$246.74 |
| RONKE, SHANE | REIMBURSEMENT EXPENSE | \$108.00 |
| RON'S SAW SALES | SUPPLIES | \$452.94 |
| RUNNING'S SUPPLY INC | SUPPLIES | \$1,249.91 |
| S & P GLOBAL PLATTS | 2019 SUBSCRIPTION | \$5,760.00 |
| SANFORD HEALTH OCCUPATIONAL MEDICINE | SCREENS | \$112.00 |
| SCHUCHARD'S WESTSIDE GMC | SUPPLIES | \$85.00 |
| SCHULTZ, ANDY | REIMBURSEMENT EXPENSE | \$544.51 |
| SD GOVERNMENTAL HUMAN RESOURCE ASSOC. | 2019 MEMBERSHIP DUES | \$25.00 |
| SD MUNICIPAL ELECTRIC ASSN | 2019 MEMBERSHIP DUES | \$22,743.00 |
| SD ONE CALL | LOCATES | \$644.70 |
| SD PUBLIC ASSURANCE ALLIANCE | INSURANCE | \$644.69 |
| SDML WORKERS COMP FUND | 2019 WORK COMP INSURANCE | \$74,668.00 |
| SENSIT TECHNOLOGIES | SUPPLIES | \$132.53 |
| SERVICEMASTER | JANITORIAL SERVICE | \$3,740.00 |
| SHERWIN WILLIAMS CO | SUPPLIES | \$184.90 |
| SIGN PRO | SUPPLIES | \$255.00 |
| SNAP-ON INCORPORATED | SUPPLIES | \$197.52 |
| SOLUM, GREG | REIMBURSEMENT EXPENSE | \$40.00 |
| STAN HOUSTON EQUIP CO | SUPPLIES | \$592.74 |
| STANGL, CHRIS | REIMBURSEMENT EXPENSE | \$90.00 |
| STAR LAUNDRY INC | SUPPLIES | \$374.60 |
| STUART C IRBY CO | SUPPLIES | \$2,002.90 |
| STURDEVANTS AUTO PARTS | SUPPLIES | \$62.80 |
| SUTTEN, RODNEY N | REIMBURSEMENT EXPENSE | \$940.17 |
| TRAV'S OUTFITTER | SAFETY CLOTHING | \$1,073.98 |
| TYNDALE COMPANY INC | SAFETY CLOTHING | \$2,476.85 |
| UPS | SHIPPING | \$155.96 |
| USA BLUEBOOK | SUPPLIES | \$1,916.26 |
| VERIFIED CREDENTIALS | SCREENS | \$118.00 |
| WALMART COMMUNITY | SUPPLIES | \$78.91 |
| WATERTOWN DEVELOPMENT COMPANY | INDUSTRIAL DEVELOPMENT EXPENSE | \$8,690.00 |
| WATERTOWN PUBLIC OPINION | PUBLISHINGS & ADVERTISEMENT | \$1,689.31 |
| WATERTOWN UNITED WAY | United Way | \$402.50 |
| WAYTEK INC | SUPPLIES | \$254.32 |
| WEATHERGARD ROOFING | INSTALL RUBBER ROOF-E. BOOSTER ST. | \$4,131.00 |
| WESCO DISTRIBUTION INC | SUPPLIES | \$1,169.25 |
| WIRTJES, TRISTON | REIMBURSEMENT EXPENSE | \$90.00 |
| WW TIRE SERVICE INC | SUPPLIES | \$2,304.00 |
| SIOUX VALLEY CO-OP | FUEL, SUPPLIES | \$6,332.80 |
| | TOTAL | \$610,014.94 |

Total December 2018 610,014.94; Transfer to City's General Fund 103,901, Muni Utilities Electric Water Gas 42,866.19; Missouri River Energy Services Power 1,704,363.25; BP Canada Energy Marketing Natural Gas 802,422.10; Dept. of Revenue Sales/Excise Tax 199,819.84; CPEP Natural Gas 75,587.85, City Finance Office Garbage Sewer 402,861.53.

ITEM 7157

Pursuant to SDCL 1-25-2(4) Solum moved with second by Carrico to move to Executive Session for discussion of contractual matters. The Board does not expect to take action when they reconvene to regular session. Motion carried.

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

Motion by Carter with second by Holley 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 31st, day of December, 2018.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Michael Luken
Board President
Municipal Utilities Department