

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Wednesday, June 26th, 2018

The Municipal Utilities Board convened in regular session at the Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Wednesday, June 26th, 2018 at 12:00 p.m. with President Dustin Padgett presiding.

Board members present: Dustin Padgett, Mike Luken, John Holley, Greg Solum and Lisa Carrico. Board Liaison, member of City Council, Glen Vilhauer. Staff members present: Todd Chambers, Adam Karst, Jeff DeVille, Rich Schmidt, Doug Enstad, Mark Meier, Mark Haider, Sheila Mennenga, Stephanie Ries, Lisa Pahl and Attorney Vince Foley. Guests: Chris Schilken, Watertown Development Co. and Bert Magstadt.

ITEM 7080

Motion by Luken with second by Carrico to approve the Agenda with omitting Item 8d, MECA Summer Board Meeting Update. Motion carried.

ITEM 7081

Motion by Solum with second by Holley to approve minutes of the regular Board Meeting on May 29th, 2018. Motion carried.

ITEM 7082

Motion by Luken with second by Holley to approve WAPA agreement for Board President to sign. Motion carried. This agreement is formal documentation to move two of our meters that are located in the WAPA substation also it will change the loss formula from 2% to 4% saving the utilities money.

ITEM 7083

This being the time and place set for consideration of bids, the following were presented. Bid for Substation Metering Project, was opened Tuesday, June 19th, 2018 at 1:30 PM by Watertown Municipal Utilities Staff as authorized by the Board.

REVENUE METERING RELOCATION: One bid was received and upon review and recommendation by Chambers, motion by Holley with second by Luken to award bid to low valid bidder Harold K. Scholz Company, Ralston, NE for a total of \$239,200.00. Motion carried.

ITEM 7084

Karst presented a preliminary annual letter to the city regarding fees and charges for the upcoming year. This will help the City Council in creating their budget.

ITEM 7085

Open: a) Karst presented two management retirements for Todd Chambers, Director of Operations and Rich Schmidt, Gas Superintendent. Karst thanked the two for their service to the Utilities. b) Karst presented the two sided bill stuffer, Cookin' on Kampeska and preventing Storm Water Pollution. c) DeVille said there was about 12,000 attendees at the AWWA Annual Conference. He said that he attended several Technical and Resource Management sessions and viewed a lot of new product on the floor. Board Member Carrico also attended the AWWA Conference and her sessions were mainly geared toward Asset Management and Cyber Security. She thought it was very informative.

ITEM 7086

Chambers presented the Report on Operations and Projects: Electric Department, Projects Completed This Month: Installed primary and transformer at GCC cement plant, Energizing new transformer and removing existing transformers at Spies Corp building. Projects in Progress: Efraimson Electric installing street lights per contract. Projects Starting Next Month: Relocating overhead of primary line for digital billboard on 31st Street East. Gas Department, Projects Completed this Month: Installed or removed 98 meter sets, Installed 4500' of 2" main in Valley View Addition, Installed an additional 200' of 4" main in Valley View Addition. Water Department, Projects Completed this Month: 1 Hydrant maintenance, 2 Leaks, 2 main shut downs, Projects in Progress: Replacing obsolete hydrants. Projects to start Next Month: power wash the exterior of the 3 million gallon reservoir. Engineering Tech Department, Projects Completed this Month: 364 One-Call locates June 1st - 21st, 575 One-Call locates total May 2018. Next Month: Average 500 One-Call locates in June.

ITEM 7087

Karst presented the report on Administration and Financial Statements: Purchasing, Accounting and Facilities, Projects in Progress: Asphalt repairs are complete on the parking lot. Projects in Progress: Removal and planting of new trees on west end of WMU property at 901 4th Ave. Upcoming Projects: Installing glass barrier at customer service counter and adding a cement spillway by the Morton building. Customer Service, Projects Completed this Month: 13,912 payments collected for a total of \$4,709,705 total of 53,748 services billed for a total of \$3,516.955. Human Resources/Risk Management: Two retirements, New employees T. Namken, Apprentice Water Plant Operator and C. Stangl Apprentice Lineman. IT: Working with RSM on audit issues 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 \$977,987 over budget for the five months ending May 31st, 2018. Total Capital Additions are \$388,879 under budget for the five months ending May 31st, 2018.

ITEM 7088

Motion made by Luken with second by Holley to approve the following verified salary claims and bills. Motion carried upon roll call vote. Total Watertown Municipal Utilities Net Payroll for June 2018 Plus ACH Payroll Payments \$528,173.85. Info: Term: C. Craig effective 6/20/2018, M. Pederson effective 6/20/2018, T. Chambers effective 6/30/2018, R. Schmidt effective 6/30/2018, B. Antijunti effective 5/20/2018 Summer Temps: L. Young effective 5/29/2018 \$13.50/hr., C. Frost effective 5/29/2018 \$13.50/hr., C. Jacobson effective 5/29/2018 \$13.50/hr., B. Mitchell effective 5/29/2018 \$11.00/hr, C. Togel effective 5/14/2018 \$11.00/hr. Change: J. Rudebusch effective 6/13/2018 \$34.12/hr., New: T. Namken, effective 6/5/2018 \$18.30/hr., C. Stangl effective 6/18/2018 \$35.93/hr.

Name	Payable Description	Payment Amount
JULY 2, 2108		
1 VISION FBO LLC	DEPOSIT REFUND	\$2,677.94
ABC EMBROIDERY	SUPPLIES	\$4.95
ABC LOCK & KEY	SERVICE CALL	\$65.00
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$200.00
ADVANCE ENGINEERING CORP	SUPPLIES	\$1,793.40
ADV. ENGINEERING & ENVIRON. SERV.	SERVICE	\$2,881.20
AFLAC	CANCER PT	\$1,739.47
A-I COMPUTER SOLUTIONS	SUPPLIES	\$99.79
A-OX WELDING SUPPLY INC	SUPPLIES	\$512.19
AP & SONS CONSTRUCTION INC	ROUNABOUT PROJECT	\$87,512.50
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$3,000.00
ATTACHMENTS INTERNATIONAL INC	SUPPLIES	\$750.00
AUSTIN, HINDERAKER, HOPPER, STRAIT	LEGAL FEES	\$100.00
BENDIX IMAGING INC	SUPPLIES	\$452.98
BERNIE'S TELEPHONE & TECH	SERVICE	\$112.50
BORDER STATES ELECTRIC SUPPLY	SUPPLIES	\$5,000.39
BORNS GROUP	POSTAGE & MAILING	\$8,099.51
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$116.14
CARTNEY BEARING & SUPPLY	SUPPLIES	\$31.85
CENTURY LINK	PHONE SERVICE	\$297.50
CHAMBERS, TODD	REIMBURSEMENT EXPENSE	\$155.15
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$4,392.53
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DED.: CHILD SUPPORT	\$850.00
CODINGTON CTY REGISTER OF DEEDS	COPIES	\$31.00
CODINGTON-CLARK ELECTRIC COOP.	WELLFIELD ELECTRIC SERVICE	\$6,445.20
CONNECTING POINT	SOFTWARE MAINTENANCE	\$88.36
CORE & MAIN LP	HYDRANTS AS PER BID	\$80,289.01
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$404.74
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$1,008.71
DAKOTA COUNTY SHERIFF'S OFFICE	SMALL CLAIMS FEES	\$70.00
DAKOTA DATA SHRED	SHREDDING SERVICE	\$65.26
DAKOTA RIGGERS & TOOL	SUPPLIES	\$466.91
DE VILLE, JEFF	REIMBURSEMENT EXPENSE	\$944.66
DEPARTMENT OF REVENUE	WATER SAMPLES	\$758.00

DGR ENGINEERING	REVENUE METERING RELOCATION	\$14,616.00
DK DIESEL INJECTION INC	SERVICE	\$6,804.28
DSG DAKOTA SUPPLY GROUP	WATER PIPE	\$113,888.40
DUININCK INC	REPAIR ASPHALT PARKING LOT	\$14,650.51
EFRAIMSON ELECTRIC INC	SERVICES	\$9,572.00
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$376.00
ENERGY LABORATORIES INC	WATER TESTING	\$1,270.00
ENGELSTAD ELECTRIC COMPANY	INSTALLATION OF UNDERGROUND	\$2,624.55
ERICKSON, AARON	REIMBURSEMENT EXPENSE	\$438.30
ETHANOL PRODUCTS LLC	BULK CO2	\$1,754.10
FARNAMS GENUINE PARTS	SUPPLIES	\$184.51
FASTENAL COMPANY	SUPPLIES	\$111.46
FOLEY AND FOLEY LAW OFFICE, PC	LEGAL FEES	\$760.00
GAS PRODUCTS SALES, INC	GAS METERS	\$13,785.79
GCR TIRE CENTER	SERVICE	\$1,106.00
GRAINGER	SUPPLIES	\$188.80
GRANT D NELSON	DEPOSIT REFUND	\$364.26
GREAT WESTERN BANK	TASC MED	\$7,459.65
GROEBNER	SUPPLIES	\$1,744.71
HAWKINS, INC.	SUPPLIES	\$2,738.17
HENRY'S WATERWORKS INC	SUPPLIES	\$1,652.36
HUMAN SERVICE AGENCY	EAP SERVICES	\$270.00
HURKES IMPLEMENT CO	SUPPLIES	\$199.64
HY-VEE FOODS	SUPPLIES	\$638.00
IBEW LOCAL 426	UNION DUES	\$3,261.92
INDELCO PLASTICS CORPORATION	SUPPLIES	\$361.42
INFRASTRUCTURE DESIGN GROUP, INC.	HWY 212 WTR MAIN REPLACE. ENGIN.	\$6,415.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$128.00
J H LARSON COMPANY	SUPPLIES	\$896.91
JOHNSON CONTROLS INC	AIR CONDITIONER FOR IT ROOM	\$23,595.00
KEROTEST MANUFACTURING CORP	SUPPLIES	\$4,719.92
LAKE CITY FIRE EQUIPMENT LLC	ANNUAL MAINTENANCE	\$1,020.75
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$250.23
LISA CARRICO	REIMBURSEMENT EXPENSE	\$979.31
LORI ANDERSON	DEPOSIT REFUND	\$315.08
M & T FIRE & SAFETY INC	SUPPLIES	\$69.00
M E BARBER CO INC	SUPPLIES	\$708.15
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$419.86
MAC'S INC	SUPPLIES	\$193.83
MARCO INC	COPY RELEASE	\$337.15
MC KEEVER INC	SUPPLIES	\$253.14
MEIER, MARK	REIMBURSEMENT EXPENSE	\$27.04
MENARDS INC	SUPPLIES	\$1,316.35
MESA PRODUCTS INC	SUPPLIES	\$1,971.18
MET LIFE	LIFE INSURANCE	\$1,245.88
MIDCONTINENT COMMUNICATIONS	INTERNET SERVICE	\$165.00
MIDWEST REG. GAS TASK FORCE ASSN	2018 DUES	\$1,000.00
MILBANK WINWATER WORKS	SUPPLIES	\$4,322.68
MISSOURI RIVER ENERGY SERVICES	REGISTRATION FEES	\$200.00
MOTION INDUSTRIES	SUPPLIES	\$541.67
MUNICIPAL UTILITIES - PC	PETTY CASH	\$668.12
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$625.13
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$10,334.73

MUNICIPAL UTILITIES-TERM LIFE PAY	TERM LIFE	\$528.90
MUTH ELECTRIC INC	MAINTENANCE OF STREET LIGHTS	\$106.10
NORTHERN LAKE SERVICE INC	WATER TESTING	\$1,633.50
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$770.56
OFFICE OF ENERGY ASSISTANCE	REIMBURSE ENERGY ASSISTANCE	\$4.72
OFFICE PEEPS	SUPPLIES	\$746.05
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$24.98
OVERHEAD DOOR CO OF WTN	SUPPLIES	\$193.88
PETE LIEN & SONS	BULK LIME	\$18,366.80
PETERSON, DELORES	REIMBURSEMENT EXPENSE	\$177.79
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$149.85
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,367.80
REDLIN. BROS PLUMBING & HEATING	SUPPLIES	\$77.49
RESCO	SUPPLIES	\$4,478.18
RIGHT A WAY APPLICATORS	DEPOSIT REFUND	\$916.39
ROTH, KEENAN M	REIMBURSEMENT EXPENSE	\$375.00
RSM US LLP	IT SERVICES	\$1,340.00
RUNNING'S SUPPLY INC	SUPPLIES	\$579.52
SAME DAY EXPRESS, INC.	SHIPPING	\$20.00
SANFORD HEALTH OCCUP. MEDICINE	SCREENS	\$361.00
SCHMIDT, RICHARD	REIMBURSEMENT EXPENSE	\$528.43
SD ASSOC. OF RURAL WATER SYSTEMS	SERVICE	\$150.00
SD ONE CALL	LOCATES	\$659.40
SD PUBLIC UTILITIES COMMISSION	PIPELINE SAFETY ASSESSMENT	\$5,110.74
SDRS SPECIAL PAY PLAN	401a RETIREMENTS (4)	\$143,570.90
SERVICEMASTER	JANITORIAL SERVICE	\$3,740.00
SIGN PRO	SUPPLIES	\$21.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$7,553.31
STAN HOUSTON EQUIP CO	SUPPLIES	\$274.95
STAR LAUNDRY INC	SERVICE	\$409.84
STEVE'S WORLD	SUPPLIES	\$348.10
STUART C IRBY CO	GLOVE TESTING	\$698.02
STURDEVANTS AUTO PARTS	SUPPLIES	\$358.18
T & R SERVICE	DISPOSAL OF CAPACITORS	\$16,016.00
TAC SERVICES LLC	LAWN SERVICE	\$2,465.00
TEREX SERVICES	SUPPLIES	\$1,140.32
TITAN MACHINERY-SF	SUPPLIES	\$111.70
TRAV'S OUTFITTER	SAFETY CLOTHING	\$221.00
TW ENTERPRISES, INC.	SUPPLIES	\$475.31
US DEPT OF ENERGY WAPA	METER TESTING	\$6,742.00
WALMART COMMUNITY	SUPPLIES	\$52.69
WATERTOWN CO-OP ELEVATOR ASSN	SUPPLIES	\$422.78
WATERTOWN DEVELOPMENT CO.	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	DODGE RAM 1500 AS PER BID	\$52,274.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS & ADVERTISEMENT	\$1,605.78
WATERTOWN UNITED WAY	United Way	\$521.50
WATERTOWN WHOLESALE	SUPPLIES	\$25.20
WESCO DISTRIBUTION INC	SUPPLIES	\$937.00
WINSUPPLY OF WATERTOWN	SUPPLIES	\$65.72
WW GOETSCH	SUPPLIES	\$1,190.31
YOURMEMBERSHIP.COM, INC.	ADVERTISEMENT	\$115.00
	TOTAL	<u>\$763,669.47</u>

Total June 2018 763,669.47; Transfer to City's General Fund 103,901, Muni Utilities Electric Water Gas 38,556.32, Northern Natural Gas 2,273.20; Missouri River Energy Services Power 1,586,492.20; BP Canada Energy Marketing Natural Gas 139,864.80; Dept. of Revenue Sales/Excise Tax 150,537.69; CPEP Natural Gas 12,098.84, City Finance Office Garbage Sewer 405,140.13

ITEM 7089

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. 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 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 26th, day of June, 2018.

ATTEST: _____

Lisa Pahl
Executive Secretary
Municipal Utilities Board

Dustin Padgett
Board President
Municipal Utilities Board