

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, April 29th, 2019

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, April 29th, 2019 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, John Lunde, Doug Enstad, Mark Haider, Mark Meier, Kevin Kruiter, Sheila Mennenga, Stephanie Ries, Lisa Pahl and Attorney Vince Foley. Guest Mayor Sara Caron.

ITEM 7200

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

ITEM 7201

Motion by Carrico with second by Carter to approve Minutes of regular meeting on March 25th, 2019. Motion carried.

ITEM 7202

Motion by Holley with second by Carter to approve the Professional Service Agreement with Kadrmas, Lee & Jackson, Inc. This is for an Environmental Compliance Plan for the relocation of pipeline on BNSF property due to the US 212 reconstruction project.

ITEM 7203

Open: a) Lehner invited the Board to the Laramie River Station Grayrocks Dam & Reservoir Tour on August 27-28, 2019. b) Lehner presented the Mosquito Control Bill Stuffer.

ITEM 7204

Old Business: a) Lehner updated the Board on the Summer Study related to Senate Bill 66, the REA Territory Freeze. Legislators have been picked and meetings are starting to gear up. There was a press release this morning which talked about the freeze and what the freeze would do to communities and citizen's rights. b) Board Liaison from City Hall Vilhauer wanted to thank and congratulate the Watertown Municipal Utilities Water System Operations Specialists for being presented with the Drinking Water Certificate of Achievement Award from the Department of Environmental and Natural Resources.

ITEM 7205

Magstadt presented the Report on Operations and Projects: The Flood did not have a major impact on WMU, besides a few gas meters at the lake. We will be starting to tear down the Hesco baskets at the Pelican Sub, WMU will need to get in there next week with the contractor to drain and inspect transformer number 1. Projects Completed this Month: The Electric Department replaced bushing on Transformer #1 uptown sub. Projects in Progress, Working on finishing up the metering project. Gas Department: Gas Superintendent, Completed and passed SD PUC Pipeline inspection on April 23-24. Distribution Department: Keenan Roth and Bill Gubka passed their welding tests. Corrosion/Leak Tech: Chad Kranz completed and passed NACE CP-1 Certificate. Water Department: 62 frozen service lines this season, 52 thawed, 7 could not be thawed and 3 didn't want to do anything with them because no one was living at these places, 194 customers ran water this year, the typical year is around 30, working on fixing some hydrants, 8 water main breaks for the season. Engineering Tech Department: Projects Completed this month: Updating and finishing all maps. 15th Ave Substation - Finalizing Key Construction contract documents, Submitted Notice to Proceed to Clausen for dirt work, General Contractor would like to start early and hopefully have the project done a month or two early.

ITEM 7206

Karst invited the Board to sit in on an APPA Training Webinar this Friday and reviewed the last webinar that Board Members Carrico and Carter attended. Statements: Purchasing, Accounting and Facilities, Projects Completed This Month: William Neale & Co. completed field work for our 2018 financial audit. Projects in Progress: Spring cleanup, working with Reliabank and in-house. Customer Service: 14,079 payments for \$5,636,122 and 53,742 Services billed for \$4,788,508, Major Projects in Progress: Sent out 2,120 budget bill letters in April. The average budget bill is \$224, an increase of 7% from last year. Human Resources/Risk Management: Assisted with flood preparations, including time tracking data for possible FEMA event, Interviewing for summer temp positions - still have several positions to fill, Returning Summer Employee: Monty Waite, Administrative Dept., effective 4/19/2019. IT: 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 \$1,116,800 over budget for the three months ending March 31st, 2019. Total Capital Additions are \$761,633 under budget for the three months ending March 31st, 2019.

ITEM 7207

Motion made by Carter with second by Holley to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for April 2019 Plus ACH Payroll Payments \$512,271.51. Info: Rehire, M. Waite, 15.25/hr., effective 4/19/2019.

Name	Payable Description	Payment Amount
May 1, 2019		
ABC EMBROIDERY	SERVICE	\$44.55
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$195.00
ADV. ENGINEERING & ENVIRONMENTAL SERVICES	I & C SYSTEM SERVICES	\$3,116.30
AFLAC	CANCER PT	\$1,964.57
AMERICAN PUBLIC POWER ASSOCIATION	GOVERNANCE WEBINAR SERIES	\$425.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$914.17
APGA	2019 APGA CONFERENCE	\$895.00
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$605.12
BENCO EQUIPMENT	SERVICE CALL	\$145.00
BENDIX IMAGING INC	OFFICE SUPPLIES	\$206.97
BNSF RAILWAY COMPANY	CONTRACT FEE	\$750.00
BNSF RAILWAY COMPANY	TRACK INSURANCE	\$1,899.00
BORDER STATES ELECTRIC SUPPLY	GAS PIPE	\$32,947.25
BORNS GROUP	POSTAGE & MAILING	\$9,598.99
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$83.97
BURNS, JERRY	REIMBURSEMENT EXPENSE	\$962.20
CAAKE, INC.	ENERGY INCENTIVE REBATE	\$64.50
CENTURY LINK	PHONE SERVICE	\$297.88
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$6,579.99
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DED: CHILD SUPPORT	\$850.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$4,978.32
CONNECTING POINT	COMPUTER EQUIPMENT	\$13,180.79
CONSULTING ENGINEERS GROUP INC	SUBSTATION ENGINEERING FEES	\$19,244.08
CONTROL EQUIPMENT SALES, INC	SUPPLIES	\$315.60
CORE & MAIN LP	HYDRANTS	\$91,304.12
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$197.55
DAKOTA DATA SHRED	SHREDDING SERVICE	\$79.19
DAKOTA RIGGERS & TOOL	SUPPLIES	\$1,235.66
DEPARTMENT OF HEALTH	WATER SAMPLES	\$856.00
DEVILLE, JEFF	REIMBURSEMENT EXPENSE	\$2,000.00
DGR ENGINEERING	REVENUE METERING RELOCATION	\$809.00
DSG DAKOTA SUPPLY GROUP	TRANSFORMERS AS PER BID	\$206,322.91
DUININCK INC	SAND FOR FLOOD	\$2,301.06
DYNAMIC ENGINEERING	TEST WELD TUBE	\$476.01
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$172.00
ELEMENT MATERIALS TECHNOLOGY	PIPE WELD QUALIFICATION	\$900.00
ENVIRON. SYSTEMS RESEARCH INSTITUTE, INC	GIS SOFTWARE	\$1,400.00
ETHANOL PRODUCTS LLC	BULK CO2	\$1,767.84
FARNAMS GENUINE PARTS	SUPPLIES	\$1,481.78
FASTENAL COMPANY	SUPPLIES	\$341.77
FEDERAL EXPRESS CORP	SHIPPING	\$58.58
FOLEY AND FOLEY LAW OFFICE, PC	LEGAL FEES	\$340.00
GAS PRODUCTS SALES, INC	GAS METERS	\$20,893.44
GCR TIRE CENTER	SERVICE	\$26.35
GRAINGER	SUPPLIES	\$100.30
GRAYBAR ELECTRIC CO INC	WIRE AS PER BID	\$4,801.20
GREAT WESTERN BANK	TASC MED	\$7,339.96
HAWKINS, INC.	SUPPLIES	\$266.12
HUMAN SERVICE AGENCY	EAP SERVICES	\$45.00
IBEW LOCAL 426	UNION DUES	\$3,043.00
INGERSOLL RAND COMPANY	ULTRACOLANT	\$1,674.86
J H LARSON COMPANY	SUPPLIES	\$5,883.80
JUSTICE FIRE & SAFETY	CLEAN AGENT SYSTEM INSPECTION	\$200.00
KOONS GAS MEASUREMENT	METER OIL	\$189.87
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$219.36
LOCATORS & SUPPLIES INC	TRAFFIC CONES	\$5,478.39
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$609.29
M E BARBER CO INC	SUPPLIES	\$337.29

MACK, ROBIN	REIMBURSEMENT EXPENSE	\$1,000.00
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$234.06
MAC'S HARDWARE	SUPPLIES	\$781.34
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$2,027.90
MARCO	COPIER LEASE	\$287.10
MC KEEVER INC	SUPPLIES	\$162.11
MENARDS INC	SUPPLIES	\$998.93
MERCURY INSTRUMENTS LLC	2019 DATA SERVICES	\$1,297.17
MET LIFE	LIFE INSURANCE	\$1,387.20
METERING & TECHNOLOGY SOLUTIONS	WATER METERS AS PER BID	\$118,188.94
MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY PROGRAM	\$9,595.00
MISSOURI RIVER ENERGY SERVICES	INFRARED INSPECTION SERVICE	\$3,939.50
MUELLER CO	SUPPLIES	\$156.95
MUNICIPAL UTILITIES - PC	PETTY CASH	\$428.44
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$213.00
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$3,044.77
NORTHWESTERN ENERGY	SERVICE RIGHTS PAYABLE	\$2,984.14
OFFICE PEEPS	SUPPLIES	\$995.72
OLSON, GARY	REIMBURSEMENT EXPENSE	\$84.17
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$226.22
PETE LIEN & SONS	BULK LIME PER BID	\$13,040.28
PHEASANTLAND INDUSTRIES	SAFETY CLOTHING	\$244.28
PIPELINE ASSN FOR PUBLIC AWARENESS	2019 ANNUAL DUES	\$710.00
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$152.57
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,198.81
PRO LINE INC	SUPPLIES	\$208.10
PROFESSIONAL COMPUTER SERVICES LLP	SERVICE	\$448.40
RC FIRST AID	SUPPLIES	\$129.00
RESCO	TRANSFORMERS AS PER BID	\$39,219.18
RONKE, SHANE	REIMBURSEMENT EXPENSE	\$2,273.01
ROST, MICHAEL	REIMBURSEMENT EXPENSE	\$1,000.00
RUNNING'S SUPPLY INC	SUPPLIES	\$867.89
SANFORD HEALTH OCCUPATIONAL MEDICINE	SCREENS	\$393.00
SD ONE CALL	LOCATES	\$46.20
SERVICEMASTER	JANITORIAL SERVICE	\$4,120.00
SIGN PRO	SUPPLIES	\$750.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$6,321.59
STAN HOUSTON EQUIP CO	SUPPLIES	\$390.98
STAR LAUNDRY INC	RUG SERVICE	\$354.05
STUART C IRBY CO	SWITCHGEAR AS PER BID	\$12,900.00
STURDEVANTS AUTO PARTS	SUPPLIES	\$346.65
TEREX SERVICES	SUPPLIES	\$152.40
TEREX UTILITIES INC	FREIGHT TRK W/HR50 AERIAL DEVICE	\$233,894.00
TIKKA CONSTRUCTION	ENERGY INCENTIVE REBATE	\$80.00
TITAN MACHINERY- WTN	SUPPLIES	\$68.14
TITAN MACHINERY-SF	SUPPLIES	\$138.12
TRAV'S OUTFITTER	SAFETY CLOTHING	\$8,725.96
TYNDALE COMPANY INC	SAFETY CLOTHING	\$812.85
UPS	SHIPPING	\$38.75
USA BLUEBOOK	TANK MIXERS	\$7,661.54
VAN DIEST SUPPLY COMPANY	GRANULAR WEED KILLER	\$4,982.00
VEEDER'S COLLISION CENTER INC.	SERVICE	\$788.38
WALMART COMMUNITY	WADERS	\$1,988.36
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	SUPPLIES	\$323.01
WATERTOWN PLAZA	ENERGY INCENTIVE REBATE	\$1,290.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$604.73
WATERTOWN UNITED WAY	United Way	\$447.50
WESCO DISTRIBUTION INC	WIRE AS PER BID	\$98,917.61
WIGHT & COMES FUNERAL	ENERGY INCENTIVE REBATE	\$3,473.88

TOTAL

\$1,069,639.83

Total April 2019, 1,069,639.83; Transfer to City's General Fund 105,979, Qtrly US Bank - 413,660.20, Muni Utilities Electric Water Gas 44,159.54; Missouri River Energy Services Power 1,699,696.47; BP Canada Energy Marketing Natural Gas 576,440.32; Dept. of Revenue Sales/Excise Tax 226,452.55; CPEP Natural Gas 70,105.73, City Finance Office Garbage Sewer 395,624.65.

ITEM 7208

The Board set date of Wednesday, May 29th, 2019 at noon for May Board Meeting.

Motion by Carter with second by Carrico to adjourn. Motion carried.

The Watertown Municipal Utilities 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 29th, day of April, 2019.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Michael Luken
Board President
Municipal Utilities Department