

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Wednesday, May 31, 2023

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Wednesday, May 31, 2023, at 12:00 p.m. with President Chris Carter presiding.

Board members present: Chris Carter, Mike Luken, Rich Thomas, Dan Brenden and Charlie Larkin. Board Liaison, member of City Council, Mike Danforth absent. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, John Lunde, Brian Benson, Kevin Kruiter, Dan LeVasseur, Gina Brown, Lisa Pahl and Attorney Vince Foley. Media Jen Pendley, KXLG.

ITEM 7869

Motion by Brenden with second by Thomas to approve the agenda. Motion carried.

ITEM 7870

Motion by Luken with second by Brenden to approve the minutes of Regular Board Meeting from April 28, 2023. Motion carried.

ITEM 7871

Public Comment - None

ITEM 7872

This being the time and place set for consideration of bid, the following was presented. Bid for Flat Roof Replacement for the Operations Building. The bid was opened Tuesday, May 23, 2023, at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

Flat Roof Replacement: Two bids were received and upon review and recommendation by Karst, motion by Thomas with second by Larkin to award bid to low valid bidder Dalsin Roofing, Sioux Falls, SD for base bid of \$288,544.00, including Unit prices 1, 2 and 3. Motion carried.

ITEM 7873

Motion by Brenden with second by Luken to approve General Manager to sign the renewal agreement with Marco for Mfiles Document Management.
Motion carried.

ITEM 7874

Open: a) Lehner gave an update on the MRES Annual Meeting that was held in Sioux Falls on May 23, 2023. The keynote speaker was Robert Bryce. He talked about Renewables, Hydrocarbons and the Future of the Electric Grid. Terry Wolf spoke on Rethinking Reliability: Short and Long Term. MRES gave a year in Review and CEO Report was given by Tom Heller. This was his last report, with his retirement, Matt Schull was appointed as new CEO. b) Bill Stuffer - Always Assume All Downed Lines are Live. c) Board was invited to the Safety Picnic Tuesday, June 6, 2023, from 11:30 am to 1:30 pm.

ITEM 7875

Motion by Thomas with second by Luken to approve donating \$50,000 a year to the Big Sioux CREP Program starting in 2023 for a 5 year commitment with the understanding the monies would be used for programs north of Watertown that would benefit our wells.

ITEM 7876

New Business: Carter is proposing adding Cyber Security as a Board Committee and consolidating Production and Distribution Committee and Building and Equipment Committee with the Inventory Control. She will bring her changes and suggestions to the June Board Meeting for discussion and approval.

ITEM 7877

Magstadt presented the Report on Operations and Projects. Electric: 5 new electric outages for the month for a total of 15 unscheduled outages for 2023, Removed poles from 2022 conversion project. Gas Department: Gas meters were replaced at the Ethanol Plant. Water Department: working on the Weir today fixing the gate. Engineering Tech: 497 one-call locates for May 1 - 22, 2023 and 276 One-Call Locates in April 2023.

ITEM 7878

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Working on bid opening for a new roof on the operations building, Working on Water Rate Study. Customer Service Projects

Completed this Month: 14,431 Payments collected for a total of \$6,070,939 and 55,831 services billed for a total of \$5,232,781. Human Resources/Risk Management: New/Returning Summer Employees: Waylin Sime, Dillon Feltch and Emma Duenwald. IT: Normal monthly IT maintenance and troubleshooting along with Website Stats and top 10 webpages visited.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$2,692,011 above budget for the four months ending April 30, 2023. Total Capital Additions are \$653,374 below budget for the four months ending April 30, 2023.

ITEM 7879

Motion made by Luken with second by Larkin to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for May 2023 Plus ACH Payroll Payments \$629,035.67. New: Emma Duenwald 16.50/hr. effective 5/15/2023, Rehire: W.Sime 16.00/hr. effective 5/8/2023; D. Feltch 17.50/hr. effective 4/24/2023.

Name	Payable Description	Payment Amount
June 1, 2023		
ABC EMBROIDERY	SERVICE	\$ 87.30
ACTIVE HEATING INC	SERVICE	\$ 2,832.59
ADV. ENGINEERING AND ENVIRO. SRVS	WATERMAIN REPLACEMENT	\$ 42,824.27
AFLAC	CANCER PT	\$ 1,449.67
AGWRX	ENERGY INCENTIVE REBATE	\$ 1,063.35
AMARIL UNIFORM COMPANY	SAFETY CLOTHING	\$ 254.67
ANDOR INC	ENERGY INCENTIVE REBATE	\$ 100.00
A-OX WELDING SUPPLY INC	CYLINDER RENTAL	\$ 40.05
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$ 758.00
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$ 3,870.00
AUTO VALUE WATERTOWN	SUPPLIES	\$ 446.35
BASCOM-TURNER INSTRUMENTS INC.	SERVICE	\$ 291.00
BORDER STATES ELECTRIC SUPPLY	FAULT INDICATORS	\$ 12,577.09
BORNS GROUP	POSTAGE & MAILING	\$ 12,091.19
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$ 147.31
BUSINESS SOLUTIONS	SERVICE	\$ 150.00
CARTNEY BEARING & SUPPLY	SUPPLIES	\$ 321.45
CASHWAY LUMBER INC	SUPPLIES	\$ 216.50
CENTURY LINK	PHONE SERVICE	\$ 313.97
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$ 4,031.57
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$ 750.00
CODINGTON-CLARK ELECTRIC COOP.INC	WELLFIELD ELECTRIC SERVICE	\$ 4,967.52
CONNECTING POINT	SOFTWARE MAINTENANCE	\$ 1,000.15
CONSULTING ENGINEERS GROUP INC	SERVICE	\$ 2,860.00
CORE & MAIN LP	TAPPING VALVES	\$ 12,857.13
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$ 13.62
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$ 409.85
DAKOTA DATA SHRED	SHREDDING SERVICE	\$ 262.23

DEPARTMENT OF HEALTH	WATER SAMPLES	\$ 907.00
DISCOUNT SEEDS, INC.	SUPPLIES	\$ 880.00
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$ 410.83
DTN, LLC	SUBSCRIPTION	\$ 546.00
DUININCK INC	ROCK, GRAVEL & DIRT	\$ 5,938.37
DUTTON-LAINSON COMPANY	WATER METERS AS PER BID	\$ 64,836.50
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$ 29,981.69
ETHANOL PRODUCTS LLC	BULK CO2	\$ 2,366.64
FASTENAL COMPANY	SUPPLIES	\$ 204.49
FEDERAL EXPRESS CORP	SERVICE	\$ 217.33
FIDELITY SECURITY LIFE INS. CO. (EYEMED)	VISION INSURANCE	\$ 146.07
FIRST CONGREGATIONAL CHURCH	ENERGY INCENTIVE REBATE	\$ 532.98
FOLEY AND FOLEY LAW OFFICE, PC	APRIL LEGAL FEES	\$ 885.00
GRAINGER	SUPPLIES	\$ 501.61
GRAYBAR ELECTRIC CO INC	SCADA UPGRADE HARDWARE	\$ 63,242.55
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$ 4,366.89
HEATH CONSULTANTS INC	SERVICE	\$ 689.30
IBEW LOCAL 426	UNION DUES	\$ 4,038.00
INDUSTRIAL SALES COMPANY, INC	SUPPLIES	\$ 2,347.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$ 172.30
ITRON INC	HARDWARE/SOFTWARE MAINTENANCE	\$ 11,678.93
J H LARSON COMPANY	METER SOCKETS	\$ 5,224.78
JOE HAIDER	ENERGY INCENTIVE REBATE	\$ 981.72
KARST, ADAM	REIMBURSEMENT EXPENSE	\$ 154.90
KOONS GAS MEASUREMENT	METERS	\$ 77,424.66
LAKE AREA DOOR	SERVICE, SUPPLIES	\$ 3,382.66
LEAK LOCATORS OF MONTANA, LLC	WATER LEAK DETECTION EQUIPMENT	\$ 20,194.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$ 133.62
LINC ENERGY SYSTEMS, INC	REGULATORS	\$ 24,424.01
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$ 217.47
LOCATORS & SUPPLIES INC	SUPPLIES	\$ 94.00
LUNDE, JOHN	ENERGY INCENTIVE REBATE	\$ 1,032.05
M E BARBER CO INC	SUPPLIES	\$ 251.52
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$ 25.18
MAC'S HARDWARE	SUPPLIES	\$ 485.36
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$ 490.43
MARCO	COPIER LEASE	\$ 622.18
MATHESON TRI-GAS INC	SUPPLIES	\$ 225.50
MCKEEVER INC	SUPPLIES	\$ 280.00
MEIER, MARK	REIMBURSEMENT EXPENSE	\$ 51.60
MENARDS INC	SUPPLIES	\$ 1,048.75
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$ 245.64
MET LIFE	LIFE INSURANCE	\$ 1,487.60
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$ 183.39
MIDWEST AUTOMOTIVE INC	TOPPER - UNIT 16	\$ 7,634.00
MILBANK WINWATER WORKS	FITTINGS PER BID	\$ 73,749.48
MINNESOTA MUNICIPAL UTILITIES ASSN	SUPPLIES	\$ 290.00
MISSOURI RIVER ENERGY SERVICES	TRAINING EXPENSE	\$ 75.00
MUELLER CO	AUTOPERFS	\$ 12,022.33
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$ 702.53
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$ 6,029.64
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$ 3,877.79
NAPA CENTRAL	SUPPLIES	\$ 486.07
NESD SHRM	2023 SURVEY	\$ 50.00
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$ 2,314.92
OFFICE PEEPS	SUPPLIES	\$ 1,180.86
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$ 48.87

PAYMENTUS GROUP INC.	SERVICE	\$ 59.70
PETE LIEN & SONS	BULK LIME	\$ 20,505.94
PIPEHORN LOCATING TECHNOLOGY	SUPPLIES	\$ 1,714.00
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$ 229.89
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$ 1,189.77
PRINT 'EM NOW INC	SUPPLIES	\$ 35.00
RELIABANK DAKOTA	FLEX DC	\$ 6,773.89
REVOLT ELECTRICAL SERVICES INC.	MAINTENANCE/TESTING - WEST SUBSTATION	\$ 26,581.50
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$ 150.00
RUNNING'S SUPPLY INC	SUPPLIES	\$ 308.95
SANFORD WATERTOWN OCCUP. MEDICINE	SERVICE	\$ 333.00
SCHOOL BOARD OF ED	ENERGY INCENTIVE REBATE	\$ 178.20
SD ONE CALL	LOCATES	\$ 301.35
SD PUBLIC UTILITIES COMMISSION	PIPELINE SAFETY ASSESSMENT	\$ 4,251.82
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$ 4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$ 7,666.52
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$ 112.87
STAN HOUSTON EQUIP CO	SUPPLIES	\$ 581.67
STAR LAUNDRY	SERVICE	\$ 537.61
STRYKER SALES CORPORATION	SUPPLIES	\$ 2,348.78
STUART C IRBY CO	SUPPLIES	\$ 2,510.50
TERRY-DURIN CO.	INNERDUCT	\$ 3,141.26
THE VILLAGE OF HARMONY HILL	ENERGY INCENTIVE REBATE	\$ 5,688.90
TITAN MACHINERY- WTN	SUPPLIES	\$ 47.46
TRAV'S OUTFITTER	SAFETY CLOTHING	\$ 4,150.00
TRILOGY CONSULTING, LLC	2023 WATER RATE STUDY	\$ 1,710.00
TSP, INC.	SERVICE	\$ 8,820.00
UPS	SERVICE	\$ 509.08
USA BLUEBOOK	SUPPLIES	\$ 79.92
VERMEER HIGH PLAINS	TRENCHER	\$ 223,118.61
VESSCO INC	SUPPLIES	\$ 3,228.29
WALMART	SUPPLIES	\$ 210.82
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$ 8,690.00
WATERTOWN LAWN & GARDEN	SUPPLIES	\$ 78.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$ 892.27
WATERTOWN UNITED WAY	United Way	\$ 263.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$ 1,501.80
WAYTEK INC	SUPPLIES	\$ 239.58
WESCO DISTRIBUTION INC	ENCLOSURES	\$ 43,785.44
	TOTAL	\$ 935,644.21

Total May 2023 \$935,644.21; Transfer to City's General Fund \$118,125.00, Muni Utilities Electric Water Gas \$52,417.60; Missouri River Energy Services Power \$1,490,377.48; BP Canada Energy Marketing Natural Gas \$75,637.80; Dept. of Revenue Sales/Excise Tax \$237,199.51; CPEP #3 Natural Gas \$21,939.75, CPEP #4 Natural Gas \$31,476.00, CPEP #5 Natural Gas \$18,780.00, CPEP #3 Hedge Natural Gas \$19,545.66. Natural Gas Sequent Energy Mgmt \$133,697.50, City Finance Office Garbage/Sewer \$612,235.95.

ITEM 7880

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

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

Motion by Luken with second by Larkin 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 31st, day of May 2023.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board
Department

Christine Carter
Board President
Municipal Utilities