

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**MONDAY, JUNE 28<sup>TH</sup>, 2021**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, June 28<sup>th</sup>, 2021 at 12:00 p.m. with President Lisa Carrico presiding.

Board members present: Lisa Carrico, Chris Carter, Mike Luken, Dan Brenden and Rich Thomas. Board Liaison, member of City Council, Glen Vilhauer and Staff members: Steve Lehner, Adam Karst, Bert Magstadt, Jeff DeVille, Wayne Lovelis, John Lunde, Brian Benson, Mark Haider, Mark Meier, Kevin Krüter, Gina Brown, Lisa Pahl and Attorney Vince Foley. Guest Amanda Mack, Watertown City Manager.

**ITEM 7546**

Motion by Luken with second by Carter to approve the agenda. Motion carried.

**ITEM 7547**

Motion by Carter with second by Thomas to approve minutes of Regular Session meeting on May 27, 2021. Motion carried.

**ITEM 7548**

Public Comment: Glen Vilhauer addressed the Board by introducing the new City Manager Amanda Mack.

**ITEM 7549**

Motion by Luken second by Carter to authorize General Manager to sign a Professional Services Agreement with CEG for the Ethanol Plant feeder addition. Motion carried.

**ITEM 7550**

This being the time and place set for consideration of bids, the following were presented. Bids for the Regulators and Meters for the Gas Department, Fire Suppression System for Uptown Substation for Electric Department. These bids were opened Thursday, June 24<sup>th</sup>, 2021, at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

Gas Meters: One bid was received and upon review and recommendation by Magstadt, motion by Thomas with second by Carter to award bid to low valid bidder KGM, Tonganoxie, KS for \$36,361.56. Motion carried.

Gas Regulators: One bid was received and upon review and recommendation by Magstadt, Motion by Luken with second by Carter to award bid to low valid bidder Nelson Technologies, Eden Prairie, MN for \$21,038.00. Motion carried.

Fire Suppression System: Two bids were received and upon review and recommendation by Magstadt, Motion by Luken with second by Brenden to award bid to low valid bidder Nardini Fire Equipment, Fargo, ND for \$51,282.00. Motion carried.

#### **ITEM 7551**

Open:

- a) Lehner presented the two-sided bill stuffer. Cookin' on Kampeska and preventing Storm Water Pollution.
- b) Lehner extended an invite to the Board for the MRES Municipal Power Leadership Academy taking place September 15-16 in Sioux Falls, SD.
- c) Lehner gave an update of the MECA Board Meeting he attended in Yankton, SD. The first day of the meeting started off with a tour of the Gavin's Point Dam and a Fish Hatchery. The main discussion in the second day of meetings was how to combat the Zebra Mussel problem in Gavin's Point Dam's water system. A UV system has been used to kill larva and make adult mussels sterile. They also talked about drought. This was the first MECA meeting held in person since COVID.
- d) The Retirement of Jeff Deville on June 30, 2021. Jeff worked over 33 years for the Watertown Municipal Utilities.

#### **ITEM 7552**

Old Business: The Watertown Municipal Utilities was not selected to receive the Cybersecurity Audit grant from MRES. Lehner mentioned that we should have future discussion on having our own audit because of the rapid cybersecurity concerns everyone has been having. This would help us see our vulnerabilities and give us a short- and long-range plan for creating safe practices.

#### **ITEM 7553**

Magstadt presented the Report on Operations and Projects: He started out by showing pictures of the June 11<sup>th</sup> storm. The crews had to replace a broken pole. He also showed a picture of a downed tree that barely missed our electrical lines. Fortunately, it had no effect on our system. Electric, total of 30 electrical unscheduled outages for 2021. Gas, installed about 3,500' of 2" plastic gas pipe at several different subdivisions, Completed Lake Kampeska leak survey, relocated a 4-inch service at the high school. Water, completed about 25 new taps, relocated a fire hydrant. Engineering Tech, Staking and Locating, Locate & detail fiber to Airport Terminal (Geldner Underground) 2.5 miles, and working with AE2S on short term and long-term modeling.

#### **ITEM 7554**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects completed this month: William Neale & Co. completed the audit of our 2020 financials. Projects in Progress: Water service line to operation building is broke and out of service. It is a 1964 Cast Iron that is leaking. We plan on tying it into our new system. Customer Service, Projects Completed this Month: 12,866 payments collected for a total of \$4,615,565 total of 55,041 services billed for a total of \$3,914,279. Human Resources/Risk Management: Prepared supplemental paperwork for annual property and liability insurance renewal, Received final work comp premium for 2020 - approximately 11% decrease from 2019 due to decreased claims in 2020, Retirement of Brad Lueders Water Plant Foreman, effective 8/20/2021. Brad has 6 years of service with the Watertown Municipal Utilities, New hire Alison Kranz, warehouse, effective 6/14/2021. She also attended the SD Municipal League HR School in Pierre. IT: Working on Cybersecurity updates with 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 \$498,513 under budget for the five months ending May 31<sup>st</sup>, 2021. Total Capital Additions are \$1,075,591 under budget for the five months ending May 31<sup>st</sup>, 2021.

**ITEM 7555**

Motion made by Carter 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 June 2021 Plus ACH Payroll Payments \$569,470.51. Change: W. Berner \$15.25/hr effective 5/21/2021, M. German 14.50/hr effective 5/21/2021, M. Waite 18.00/hr effective 5/21/2021. New A. Kranz 14.50/hr effective 6/14/2021, K. Rumpza 14.50/hr effective 6/1/2021, C. Weiss 13.00/hr effective 5/24/2021.

Name	Payable Description	Payment Amount
JULY 1, 2021		
ABC EMBROIDERY	SERVICE	\$54.45
ACTION BATTERY WHOLESALERS	SUPPLIES	\$1,091.36
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$100.00
ADVANCED ENGINEERING AND ENVIRON. SERVICES, LLC	STUDY & REPORT	\$14,818.08
AFLAC	CANCER PT	\$1,854.75
A-OX WELDING SUPPLY INC	SUPPLIES	\$1,678.07
AP & SONS CONSTRUCTION INC	STONE POINT CHANNEL BORE	\$103,985.00
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$1,241.18
AUTO BODY SPECIALTIES	SUPPLIES	\$41.44
AUTO VALUE WATERTOWN	SUPPLIES	\$720.83
BACK SPIN LLC	ENERGY INCENTIVE REBATE	\$582.93
BATTERIES UNLIMITED INC	SUPPLIES	\$40.00
BENDIX IMAGING INC	SUPPLIES	\$99.49
BERNIE'S TELEPHONE & TECH	SERVICE	\$85.00
BLAST BROS.	SERVICE	\$1,530.62

BORDER STATES ELECTRIC SUPPLY	TRANSFORMER BASEMENTS	\$46,928.50
BORNS GROUP	POSTAGE & MAILING	\$8,659.32
BRAGE, DOUGLAS J	REIMBURSEMENT EXPENSE	\$381.48
BROOKE K NELSON	REFUND OF CREDIT ON ACCOUNT	\$510.73
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$65.00
CE POWER ENGINEERED SERVICES, LLC	SUBSTATION MAINTENANCE & TESTING	\$40,700.00
CENTURY LINK	PHONE SERVICE	\$315.49
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$1,869.13
CHEMCO SYSTEMS, LP	SUPPLIES	\$786.79
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CITY OF WATERTOWN	INSURANCE	\$2,699.84
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$35.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$7,760.24
CONNECTING POINT	SOFTWARE MAINTENANCE	\$877.17
CONSULTING ENGINEERS GROUP INC	UPTOWN SUB SWITCHGEAR UPGRADE	\$1,570.00
CORE & MAIN LP	PIPE AS PER BID	\$44,911.53
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$203.40
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$166.77
DAKOTA DATA SHRED	SHREDDING SERVICE	\$69.62
DAKOTA UNDERGROUND CONSTRUCTION LLC	INSTALLATION OF UNDERGROUND	\$32,175.00
DEPARTMENT OF HEALTH	WATER SAMPLES	\$517.00
DETERMAN, JEFF	REIMBURSEMENT EXPENSE	\$451.96
DREW A VARRIANO	REFUND OF CREDIT ON ACCOUNT	\$273.27
DSG DAKOTA SUPPLY GROUP	WATER VALVES AS PER BID	\$42,196.24
DTN, LLC	SUBSCRIPTION	\$536.00
DUININCK INC	GRAVEL & DIRT	\$3,286.86
DYNAMIC ENGINEERING	SUPPLIES	\$60.00
ELECTRIC MOTORS & MOORE INC	SERVICE	\$552.00
ELECTRONICS REPAIR	SERVICE	\$95.00
ENERGY LABORATORIES INC	WATER TESTING	\$714.00
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$2,863.27
ERIC M LEE	REFUND OF CREDIT ON ACCOUNT	\$416.88
ERICKSON, AARON	REIMBURSEMENT EXPENSE	\$84.00
ETHANOL PRODUCTS LLC	BULK CO2	\$1,864.68
FARNAMS GENUINE PARTS	SUPPLIES	\$245.14
FASTENAL COMPANY	SUPPLIES	\$224.30
FEDERAL EXPRESS CORP	SUPPLIES	\$21.63
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$345.16
FOLEY AND FOLEY LAW OFFICE, PC	APRIL LEGAL FEES	\$1,920.00
GAS PRODUCTS SALES, INC	METERS	\$13,274.99
GRAINGER	SUPPLIES	\$529.61
HARTWIG HEATING	SERVICE- WEST & PELICAN SUBSTATIONS	\$5,400.00
HAWKINS, INC.	HYDROFLUOSILICIC ACID, SUPPLIES	\$4,628.86
HEATON, DOUG	REIMBURSEMENT EXPENSE	\$3,000.00
HUMAN SERVICE AGENCY	EAP SERVICES	\$45.00
IBEW LOCAL 426	UNION DUES	\$2,809.00
INDELCO PLASTICS CORPORATION	SUPPLIES	\$328.44
J H LARSON COMPANY	SUPPLIES	\$4,592.72
JESSICA L LANDSMAN	REFUND OF CREDIT ON ACCOUNT	\$328.06
JOHN L HAUBER	REFUND OF CREDIT ON ACCOUNT	\$271.69
JOHNSON CONTROLS INC	SERVICE	\$7,293.43
JOSEPH MEDANICH	ASPHALT REPAIR	\$2,489.80
JURGENS PRINTING INC	OFFICE SUPPLIES	\$660.00

KAITLYN S LEFFORGE	REFUND OF CREDIT ON ACCOUNT	\$308.16
KARISSA KINZLER	REFUND OF CREDIT ON ACCOUNT	\$530.25
KAYLEIGH L WINTER	REFUND OF CREDIT ON ACCOUNT	\$282.80
KEISER, BRIAN	REIMBURSEMENT EXPENSE	\$1,500.00
KOONS GAS MEASUREMENT	SUPPLIES	\$1,511.03
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$60.86
LAKE AREA TECHNICAL COLLEGE	TRAINING	\$250.00
LAKE CITY FIRE EQUIPMENT, LLC	REFUND OF CREDIT ON ACCOUNT	\$657.47
LEE'S STUMP REMOVAL	MOWING SERVICE	\$2,200.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$664.35
LOCATORS & SUPPLIES INC	SPRAY PAINT	\$3,840.88
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$58.24
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$478.40
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$772.02
MAC'S HARDWARE	SUPPLIES	\$171.69
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$124.80
MARCO	COPIER LEASE	\$458.40
MARCO TECHNOLOGIES LLC	MFILES CONTRACT	\$10,374.00
MATHESON TRI-GAS INC	SUPPLIES	\$194.31
MENARDS INC	SUPPLIES	\$1,720.74
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$350.56
MET LIFE	LIFE INSURANCE	\$1,243.05
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$224.54
MIDWEST DENT, INC.	SERVICE	\$418.60
MIDWEST UNDERGROUND SUPPLY, LLC	JET VAC	\$72,500.00
MILBANK WINWATER WORKS	SUPPLIES	\$5,896.86
MUELLER CO	LINE STOPPER FITTINGS	\$19,849.40
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$623.68
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$471.84
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$17,733.41
NACE INTERNATIONAL	MEMBERSHIP DUES	\$290.00
NORTHERN CON-AGG LLP	ROCK	\$1,605.37
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$3,964.93
OFFICE PEEPS	SUPPLIES	\$614.85
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$42.68
PEDERSON, MIKE	REIMBURSEMENT EXPENSE	\$727.75
PETE LIEN & SONS	BULK LIME	\$20,098.95
PHEASANTLAND INDUSTRIES	SAFETY CLOTHING	\$806.61
POMP'S TIRE SERVICE, INC.	SERVICE	\$102.50
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$190.82
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$986.41
PRINT 'EM NOW INC	SUPPLIES	\$154.00
PRO LINE INC	SUPPLIES	\$362.55
RANDY G VAN BOCKEL	REFUND OF CREDIT ON ACCOUNT	\$351.19
REDLINGER BROS PLUMBING & HEATING	SERVICE	\$592.86
REGINA JOHNSON	REFUND OF CREDIT ON ACCOUNT	\$370.09
RELIABANK DAKOTA	FLEX MED	\$7,130.41
RESCO	SUPPLIES	\$2,612.75
RILEY J KOCKELMAN	REFUND OF CREDIT ON ACCOUNT	\$281.30
RIPLEY, BRETT	REIMBURSEMENT EXPENSE	\$383.90
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SERVICE	\$730.58
RUNNING'S SUPPLY INC	SUPPLIES	\$301.38

RYAN BRUNICK	REFUND OF CREDIT ON ACCOUNT	\$293.23
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SCREENS	\$708.00
SCHAFFER, TRENT	REIMBURSEMENT EXPENSE	\$84.00
SCHWEITZER ENGINEERING	SUPPLIES	\$110.00
SCOTT ENGINEERING CO	10TH AVE WATERMAIN PROJECT	\$1,080.00
SD ONE CALL	LOCATES	\$625.80
SDRS SPECIAL PAY PLAN	401a VAC	\$48,604.00
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$6,817.07
STAN HOUSTON EQUIP CO	RENTAL	\$1,800.00
STAR LAUNDRY INC	SERVICE	\$378.04
STEVE REHORST	ENERGY INCENTIVE REBATE	\$800.00
STRUSS, SCOTT	REIMBURSEMENT EXPENSE	\$25.00
STUART C IRBY CO	SUPPLIES	\$3,437.15
THOMAS AND WENDY HANSON	EASEMENT	\$2,500.00
TITAN MACHINERY- WTN	SERVICE	\$4,472.47
TITAN MACHINERY-SF	BACKHOE	\$76,760.54
TRAV'S OUTFITTER	SAFETY CLOTHING	\$1,293.00
TYNDALE COMPANY INC	SAFETY CLOTHING	\$158.95
ULINE INC	SUPPLIES	\$475.89
USA BLUEBOOK	SUPPLIES	\$1,856.82
VERIFIED CREDENTIALS	BACKGROUND SCREENING	\$144.96
WATERTOWN DEVELOPMENT COMPANY	2021 FOCUS PLEDGE	\$68,690.00
WATERTOWN FORD CHRYSLER	SUPPLIES	\$971.51
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$143.93
WATERTOWN UNITED WAY	United Way	\$412.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$372.00
WESCO DISTRIBUTION INC	LED LIGHTS	\$12,767.50
WW TIRE SERVICE INC	SUPPLIES	\$2,486.09
	TOTAL	<u>\$852,387.37</u>

Total June 2021 852,387.37; Transfer to City's General Fund 131,095.33, Muni Utilities Electric Water Gas 46,807.08; Missouri River Energy Services Power 1,472,634.02; BP Canada Energy Marketing Natural Gas 75,581.10; Dept. of Revenue Sales/Excise Tax 163,942.97; CPEP #3 Natural Gas 13,786.09, CPEP #4 Natural Gas 24,985.54, Sequent Energy Management Natural Gas 73,980.82, Northern Border Pipeline Capacity Charges 90,066.16, City Finance Office Garbage/Sewer 517,808.05.

### ITEM 7556

Motion by Carter with second by Luken 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 28<sup>th</sup>, day of June, 2021.

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

Lisa Pahl  
Board Secretary  
Municipal Utilities Board

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Lisa Carrico  
Board President  
Municipal Utilities Department