

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

MONDAY, August 30th, 2021

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, August 30th, 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, Wayne Lovelis, John Lunde, Brian Benson, Mark Haider, Mark Meier, Sheila Mennenga, Kevin Kruiter, Gina Brown, Lisa Pahl and Attorney Vince Foley. Guest Mark Vaux, Watertown Development Company.

ITEM 7569

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

ITEM 7570

Motion by Brenden with second by Thomas to approve minutes of Regular Session meeting on July 26th, 2021. Motion carried.

ITEM 7571

Public Comment: None

ITEM 7572

Motion by Luken second by Carter to authorize General Manager to sign the Electric Rate Study Agreement with Missouri River Energy Services. Motion carried.

ITEM 7573

Karst presented a report of unclaimed property to be reported to the state. Motion to cancel these check numbers and direct funds to the South Dakota Unclaimed Property division. Motion by Luken with second by Thomas to approve submittal to the state. Motion carried unanimously upon roll call vote.

ITEM 7574

Motion by Brenden with second by Luken to authorize to call for bids for the following items. Motion carried.

1. Authorization to call for bids
 - a) Wire - Electric Department
 - b) Transformers - Electric Department
 - c) Pipe - Water Department

ITEM 7575

This being the time and place set for consideration of bids, the following were presented. Bids for Gas Meters and PVC Pipe. These bids were opened Thursday, August 26th, 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 Luken to award bid to valid bidders, Koon Gas Measurements, Tonganoxie, KS for a total of \$24,920.00, Motion carried.

PVC Pipe: No bids were received due to the lead time.

ITEM 7576

Open:

- a) Lehner gave an invite to the Board to the Missouri River Energy Services Member Fall Meeting taking place Nov. 9-10 in Sioux Falls, this meeting replaces the Annual Area Meetings.
- b) Karst presented Bill Stuffer on the 8th Annual Watertown Veterans/First Responders Appreciation Day Event
- c) Karst presented the Bill Stuffer on Sump Pump Variance
- d) Karst presented the Bill Stuffer PSN Transaction fee increase/ACH Form

ITEM 7577

Magstadt presented the Report on Operations and Projects: Gas, Attended APGA annual meeting, WMU Gas Department received a SOAR Silver Award for (System Operational achievement Recognition), Atmospheric and Leak Survey is half done. Water, Mark Ward new Water Foreman has started. He comes with 25 years' experience, completed disinfection byproduct samples (MCL), maintaining compliance with highest at 51.0 ug (1 micrograms per liter)/ 1 RAA. MCL limit is 80 ug/1 RAA. Engineering Tech, continue to be staking and locating for projects, Mark attended a One Call Enforcement Committee

Meeting in Pierre. Electric, Magstadt showed pictures of a PME switchgear on 14th St SE and Highway 212 by Dakota Bank. The switchgear was smoking and had operational issues. The switchgear will be sent in for refurbishing. Next, he showed pictures of the August 26th morning storm that took poles down on 14th Ave NW and 2nd St NW. Poles were also down around Roby Creek. Crews were dispatched and power was reconnected. The Roby Creek area will be replaced with underground wire.

ITEM 7578

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Ordering, receiving and stocking materials, working on 2022 budget. Customer Service, Projects Completed this Month: 14,112 payments collected for a total of \$5,010,768 total of 55,324 services billed for a total of \$4,745,123. Human Resources/Risk Management: Completed South Dakota Public Assurance Alliance annual property and liability insurance renewal, met with our health insurance broker, Marsh & McClennan, to begin the review for our 2022 health insurance renewal. The renewal rates should be available around October 1st, had the retirement of Brad Lueders, Water Plant Foreman and his replacement new hire Mark Ward, working on 2022 payroll and did exit interviews with summer temps. IT: Working on Cybersecurity Assessment, working through cybersecurity models questionnaire, reviewing network configuration, vulnerability scan, 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 \$709,310 under budget for the seven months ending July 31st, 2021. Total Capital Additions are \$2,205,833 under budget for the seven months ending July 31st, 2021.

ITEM 7579

Motion made by Luken with second by Carter to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for August 2021 Plus ACH Payroll Payments \$589,064.83.

Name	Payable Description	Payment Amount
SEPTEMBER 1, 2021		
ABC EMBROIDERY	SERVICE	\$9.90
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$500.00
ADVANCE AUTO PARTS PROFESSIONAL	SUPPLIES	\$46.48
ADVANCED ENGINEERING AND ENVIRON. SERVICES, LLC	WATER DISTRIBUTION MASTER PLAN	\$5,422.50
AFLAC	CANCER PT	\$1,752.09
ALLIED ELECTRONICS INC	SUPPLIES	\$90.68
A-OX WELDING SUPPLY INC	SUPPLIES	\$247.04
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$7,837.50
ARROW EDUCATION FOUNDATION OFFICE	DONATION	\$1,000.00

AUSTIN, STRAIT, BENSON & THOLE LLP	JULY LEGAL FEES	\$405.00
AUTO VALUE WATERTOWN	SUPPLIES	\$708.27
BATTERIES UNLIMITED INC	SUPPLIES	\$25.00
BENDIX IMAGING INC	SUPPLIES	\$422.95
BENSON, BRIAN	REIMBURSEMENT EXPENSE	\$20.00
BLAST BROS.	PAINTING TBS-1	\$3,112.25
BORDER STATES ELECTRIC SUPPLY	POLES	\$33,761.69
BORNS GROUP	POSTAGE & MAILING	\$8,934.18
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$128.16
CARTNEY BEARING & SUPPLY	SUPPLIES	\$21.96
CENTURY LINK	PHONE SERVICE	\$630.60
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$2,939.25
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CLAUSEN & SONS CONSTRUCTION LLC	PELICAN SUBSTATION	\$8,162.00
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENTS	\$405.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$8,278.52
CONNECTING POINT	SOFTWARE MAINTENANCE	\$1,380.74
CONSULTING ENGINEERS GROUP INC	GLE FEEDER ADDITION	\$4,739.60
CORE & MAIN LP	WIRE AS PER BID	\$28,134.68
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$302.25
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$1,374.37
DAKOTA DATA SHRED	SHREDDING SERVICE	\$69.62
DAKOTA UNDERGROUND CONSTRUCTION LLC	INSTALLATION OF UNDERGROUND	\$9,905.00
DENNIS SUPPLY COMPANY	SUPPLIES	\$222.76
DEPARTMENT OF HEALTH	WATER SAMPLES	\$2,022.00
DETERMAN, JEFF	REIMBURSEMENT EXPENSE	\$41.66
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$23.20
DITCH WITCH OF SOUTH DAKOTA, INC	SUPPLIES	\$375.20
DSG DAKOTA SUPPLY GROUP	TRANSFORMERS AS PER BID	\$47,163.88
DTN, LLC	SUBSCRIPTION	\$536.00
DUININCK INC	PATCHING	\$21,292.19
ELECTRIC MOTORS & MOORE INC	SERVICE	\$278.50
ELEMENT MATERIALS TECHNOLOGY	WELDER QUALIFICATION	\$225.00
ENERGY ECONOMICS INC	SERVICE	\$502.65
ENERGY LABORATORIES INC	WATER TESTING	\$1,318.00
ENGELSTAD ELECTRIC COMPANY	BORING SERVICE - 60TH ST & 7TH AVE SW	\$23,530.66
ETHANOL PRODUCTS LLC	BULK CO2	\$2,932.50
EXHAUST PROS	SUPPLIES	\$113.75
FARNAMS GENUINE PARTS	SUPPLIES	\$103.96
FASTENAL COMPANY	SUPPLIES	\$232.26
FEDERAL EXPRESS CORP	SERVICE	\$25.80
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$345.16
FOERSTER TESTING LIMITED	SERVICE	\$200.00
FOLEY AND FOLEY LAW OFFICE, PC	JULY LEGAL FEES	\$440.00
GAS PRODUCTS SALES, INC	ERTS AND INDEXES	\$11,807.02
GRAF SIGN PRO OF WATERTOWN LLC	SUPPLIES	\$225.00
GRAINGER	SUPPLIES	\$581.41
GROEBNER	SUPPLIES	\$549.84
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$3,795.74
IBEW LOCAL 426	UNION DUES	\$2,895.00
INDELCO PLASTICS CORPORATION	SUPPLIES	\$823.20
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$154.80
J H LARSON COMPANY	SUPPLIES	\$6,867.73
JOHNSON CONTROLS INC	SERVICE	\$865.94
JONDAHL PLUMBING & HEATING INC	SERVICE	\$109.01
KARST, ADAM	REIMBURSEMENT EXPENSE	\$1,061.50
KEISER, BRIAN	REIMBURSEMENT EXPENSE	\$1,121.77
KOONS GAS MEASUREMENT	GAS METERS	\$9,807.00
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$249.50
LAKE AREA DOOR	SUPPLIES	\$30.00
LEE'S STUMP REMOVAL	STUMP REMOVAL	\$1,400.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$157.20
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$35.28
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$2,755.78
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$339.22
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$1,201.13
MAC'S HARDWARE	SUPPLIES	\$801.02
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$859.23
MARCO	COPIER LEASE	\$502.32
MATHESON TRI-GAS INC	SUPPLIES	\$194.31
MCKEEVER INC	SUPPLIES	\$218.60
MENARDS INC	SUPPLIES	\$7,242.49
MESEBERG, DAVID	REIMBURSEMENT EXPENSE	\$450.00
MET LIFE	LIFE INSURANCE	\$1,241.75
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$224.54
MIDWEST UNDERGROUND SUPPLY, LLC	SUPPLIES	\$214.39

MILBANK WINWATER WORKS	SUPPLIES	\$4,320.84
MINNESOTA MUNICIPAL UTILITIES ASSN	TRAINING EXPENSE	\$1,545.00
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$291.61
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$4,368.26
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$11,954.54
NARDINI FIRE EQUIPMENT CO INC	FIRE SUPPRESSION SYSTEM	\$25,640.76
NELSON TECHNOLOGIES INC	REGULATORS PER BID	\$21,464.15
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$1,755.13
NOVA FIRE PROTECTION INC	ANNUAL INSPECTION	\$170.00
NOVASPECT, INC.	SUPPLIES	\$416.88
OFFICE PEEPS	SUPPLIES	\$2,078.70
OLSON, CINDY	REIMBURSEMENT EXPENSE	\$118.93
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$304.43
PETE LIEN & SONS	BULK LIME	\$25,440.34
PIVOTAL HEALTH SOLUTIONS	ENERGY INCENTIVE REBATE	\$3,961.00
POMP'S TIRE SERVICE, INC.	SERVICE	\$110.09
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$192.07
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$986.41
PRINT 'EM NOW INC	SUPPLIES	\$395.00
PRO LINE INC	SUPPLIES	\$178.50
PROGRESSIVE	REFUND OF OVERPAYMENT	\$7,882.85
QUALITY FIRST PLUMBING & HEATING I	SERVICE	\$812.98
RC FIRST AID	SUPPLIES	\$143.50
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$169.78
RELIABANK DAKOTA	FLEX MED	\$7,380.07
RESCO	LIGHTS	\$13,026.60
RIPLEY, BRETT	REIMBURSEMENT EXPENSE	\$90.51
RM TOOLS LLC	SUPPLIES	\$449.99
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SERVICE	\$35.65
ROTH, KEENAN M	REIMBURSEMENT EXPENSE	\$315.00
RUNNING'S SUPPLY INC	SUPPLIES	\$600.18
SD ONE CALL	LOCATES	\$413.70
SD PUBLIC ASSURANCE ALLIANCE	GEN LIAB/PROP INSURANCE 2022	\$252,388.43
SDRS SPECIAL PAY PLAN	401a VAC	\$6,015.77
SDWWA	TRAINING EXPENSE	\$150.00
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$8,740.93
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$114.64
STAN HOUSTON EQUIP CO	RENTAL	\$2,510.90
STAR LAUNDRY INC	SERVICE	\$388.16
STARR, TANNER E	REIMBURSEMENT EXPENSE	\$35.00
STUART C IRBY CO	SERVICE	\$2,090.15
THERESA HASNER	ENERGY INCENTIVE REBATE	\$300.00
TITAN MACHINERY- WTN	SUPPLIES	\$855.75
TRAVS OUTFITTER	SAFETY CLOTHING	\$433.99
UPS	SERVICE	\$172.59
US BANK NATIONAL ASSOCIATION	BANKING FEE	\$1,200.00
US PLASTIC CORP	SUPPLIES	\$1,913.64
USA BLUEBOOK	SUPPLIES	\$1,172.38
WATERTOWN BOX CORP	SUPPLIES	\$84.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS & ADVERTISEMENTS	\$504.76
WATERTOWN UNITED WAY	United Way	\$370.00
WESCO DISTRIBUTION INC	INSULATED CAPS	\$9,237.68
WILSON, MARK	REIMBURSEMENT EXPENSE	\$948.23
WINSUPPLY OF WATERTOWN	SUPPLIES	\$124.62
WW TIRE SERVICE INC	SERVICE	\$34.95
	TOTAL	\$731,984.15

Total July 2021 731,984.15; Transfer to City's General Fund 131,095.33, Muni Utilities Electric Water Gas 74,246.25; Missouri River Energy Services Power 2,448,405.96; BP Canada Energy Marketing Natural Gas 37,849.14; Dept. of Revenue Sales/Excise Tax 194,085.85; CPEP #3 Natural Gas 10,630.21, CPEP #4 Natural Gas 18,010.38, Sequent Energy Management Natural Gas 29,070.25,

Northern Border Pipeline Capacity Charges 90,066.16, City Finance Office
Garbage/Sewer \$520,874.69.

ITEM 7580

Pursuant to SDCL 1-25-2(3) Thomas moved with second by Luken to move to Executive Session for discussion of contractual matters. The Board may have possible action to be taken when they reconvene to regular session. Motion carried.

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

No action was taken. 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 30th, day of August, 2021.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Lisa Carrico
Board President
Municipal Utilities Department