

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, August 29, 2022

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, August 29, 2022, 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, Mike Danforth. Staff members present: Steve Lehner, Bert Magstadt, Adam Karst, Wayne Lovelis, Brian Benson, John Lunde, Mark Meier, Kevin Kruiter, Dan LeVasseur, Sheila Mennenga, Gina Brown, Lisa Pahl and Attorney Vince Foley. Media Jen Pendley, KXLG Radio.

ITEM 7731

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

ITEM 7732

Motion by Carter with second by Brenden to approve minutes of regular Board Meeting held on July 27, 2022. Motion carried.

ITEM 7733

Public Comment - None

ITEM 7734

Motion by Luken with second by Thomas to authorize General Manager to sign agreement with Advanced Engineering and Environmental Services, LLC for Engineering Services and task orders for a) Water Plant Equipment upgrade and for b) a 20 inch water main to the Mellette Booster Station. Motion carried.

ITEM 7735

Motion by Carter with second by Brenden to Approve General Manager to sign third amendment to the Interconnect Agreement with Northern Border Pipeline. Motion carried.

ITEM 7736

Motion by Brenden with second by Luken to approve General Manager to sign an Electric Load Study Agreement with Consulting Engineers Group, Inc. Motion carried.

ITEM 7737

This being the time and place set for consideration of bids, the following were presented. Bids for Transformers, Water Valves, and Hydrants. These bids were opened Thursday, August 25th, 2022, at 1:30 pm by the Watertown Municipal Utilities Staff as authorized by the Board.

Transformers: One bid was received and upon review and recommendation by Magstadt, Motion by Carrico with second by Brenden to reject Irby Utilities bid for Transformers for not meeting bid security requirements. Motion carried.

Water Valves: Three Bids were received and upon review and recommendation by Magstadt, Motion by Thomas with second by Carter to award bid to low valid bidders, 6 inch and 8 inch valves awarded to Core and Main, Sioux Falls, SD, for a total of \$45,228.65, 6 inch Foster Adaptors and 8 inch Foster Adaptors awarded to Ferguson Waterworks, Fargo, ND, for a total of \$5,535.55. Motion carried.

Hydrants: 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, Core and Main, Sioux Falls, SD, for a total of \$102,688.82. Motion carried.

ITEM 7738

Open: Lehner presented the bill stuffers for a) 9th Annual Watertown Veterans/First Responder Appreciation Day Event and for b) Sump Pump Variance c) Magstadt gave an update on the Upper Big Sioux Watershed District, there is a possibility they will be merging with the Northeast Glacial Lakes Watershed Improvement District out of Webster. This will keep the watershed going, but the attention will not be centered solely around here. It is the staff's opinion to stop making annual donations unless there is a project that is in our watershed that helps improve our raw water quality. d) Lehner gave an invite to the Board to attend one of the MRES Area meetings.

ITEM 7739

Old Business: Lehner gave an invite to the Board to attend the MRES Policy Makers Dinner September 7, 2022, in Sioux Falls, SD.

ITEM 7740

Magstadt presented the Report on Operations and Projects. Magstadt wanted to thank Mark Meier and the Engineering Department for working extra hard, working with the contractors and keeping projects going. Magstadt also shared pictures of water main that was fused and buried by Morningside Park.

ITEM 7741

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Working with FEMA for the May 12th Storm, we met with FEMA reps on 8/18/2022, we will be having a status meeting once a week with them. Upcoming Projects: 2023 budget, working with an architecture/engineering company to review the need for a new roof for the operations building that was replaced in 1994. Customer Service: 14,788 payments collected for a total of \$4,957,659 and 56,019 services billed for a total of \$5,101,780. Human Resources/Risk Management: Continuing to facilitate and review health insurance renewal options for 2023, Completed lunch and learn sessions to educate retirees on the health insurance, Union voted to accept the new Family Medical Care Plan (FMCP) for their health insurance plan beginning in 2023. Continue to review Staff options for insurance, waiting for additional information from the City regarding their renewal, completed health applications for quotes from Sanford and Avera, Requested quote from the Health Pool of SD (available through the South Dakota Municipal League). Information Systems: Normal monthly IT maintenance and troubleshooting, busy with cyber security.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$259,695 over budget for the seven months ending July 31st, 2022. Total Capital Additions are \$3,472,841 under budget for the seven months ending July 31st,2022.

ITEM 7742

Motion made by Carter with second by Thomas to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for August 2022 Plus ACH Payroll Payments \$626,044.15.

Name	Payable Description	Payment Amount
September 1, 2022		
ABC EMBROIDERY	SERVICE	\$29.70
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$600.00
ADV. ENGINEERING AND ENVIRONMENTAL SERVICES, LLC	STUDY & REPORT	\$4,158.00
AFLAC	CANCER PT	\$1,662.25
AMARIL UNIFORM COMPANY	SAFETY CLOTHING	\$411.39
A-OX WELDING SUPPLY INC	CYLINDER RENTAL	\$21.55
AP & SONS CONSTRUCTION INC	SERVICE - HARMONY HILL	\$564,219.60
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$8,600.00
AUDIO VIDEO INTEGRATIONS	AV EQUIPMENT FOR BOARDROOM	\$3,285.00
AUSTIN, STRAIT, BENSON, THOLE AND KOEHN, LLP	JULY LEGAL FEES	\$540.00
AUTO VALUE WATERTOWN	SUPPLIES	\$362.79

BENDIX IMAGING INC	SUPPLIES	\$539.47
BERNIES BODY & GLASS	SERVICE	\$2,000.40
BORDER STATES ELECTRIC SUPPLY	WIRE AS PER BID	\$93,758.43
BORNS GROUP	POSTAGE & MAILING	\$9,596.21
BURCHATZ CONSTRUCTION COMPANY INC	2022 PATCH WORK	\$13,242.81
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$156.46
BUTLER MACHINERY CO	SERVICE - GENERATORS	\$13,677.54
CARTNEY BEARING & SUPPLY	SUPPLIES	\$36.80
CENTURY LINK	PHONE SERVICE	\$315.49
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$6,119.16
CHEMCO SYSTEMS, LP	SUPPLIES	\$2,594.36
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CLIMATE SYSTEMS INC	SUPPLIES	\$1,401.37
CODINGTON COUNTY REGISTER OF DEEDS	SUPPLIES	\$44.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$7,172.00
CONNECTING POINT	SUPPLIES	\$2,883.00
CORE & MAIN LP	SUPPLIES	\$12,159.19
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$180.56
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$217.00
DAKOTA DATA SHRED	SHREDDING SERVICE	\$73.44
DAKOTA DIRECTIONAL LLC	UNDERGROUND, BORING & OTHER SERVICES	\$414,454.07
DEPARTMENT OF HEALTH	WATER SAMPLES	\$592.00
DEVILLE, JEFF	REIMBURSEMENT EXPENSE	\$115.00
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$1,007.73
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$8,676.29
DTN, LLC	SUBSCRIPTION	\$541.00
DUININCK INC	GRAVEL, SAND & DIRT	\$4,982.11
ELECTRIC MOTORS & MOORE INC	SERVICE	\$446.50
ELEMENT MATERIALS TECHNOLOGY	SERVICE	\$800.00
ENERGY LABORATORIES INC	WATER TESTING	\$413.00
ENGELSTAD ELECTRIC COMPANY	SERVICE - N OF TRAV'S	\$9,205.94
ETHANOL PRODUCTS LLC	BULK CO2	\$3,900.42
FASTENAL COMPANY	SUPPLIES	\$1,344.55
FEDERAL EXPRESS CORP	SERVICE	\$31.05
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$421.43
FOLEY AND FOLEY LAW OFFICE, PC	JULY LEGAL FEES	\$727.50
GRAINGER	SUPPLIES	\$106.32
GROEBNER	SUPPLIES	\$2,280.95
HAWKINS, INC.	SUPPLIES	\$50.00
HEATH CONSULTANTS' INC	SERVICE	\$484.56
IBEW LOCAL 426	UNION DUES	\$3,436.00
IMEG	HWY 212 E PHASE WATERMAIN REPLACEMENT	\$26,334.45
INDUSTRIAL SALES COMPANY, INC	VALVE BOXES, SUPPLIES	\$12,640.15
J & J EARTHWORKS	HWY 212 WATERMAIN REPLACEMENT	\$288,985.68
J H LARSON COMPANY	SUPPLIES	\$3,460.57
JOHNSON FEED, INC	BULK SOLAR CRYSTALS	\$5,008.92
JUSTICE FIRE & SAFETY	SERVICE	\$202.17
KARST, ADAM	REIMBURSEMENT EXPENSE	\$255.00
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$41.88
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$125.00
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$200.36
LOCATORS & SUPPLIES INC	SUPPLIES	\$683.92
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$486.20
M E BARBER CO INC	SUPPLIES	\$290.83
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$487.01
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$846.23
MAC'S HARDWARE	SUPPLIES	\$164.32
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$73.75
MARCO	COPIER LEASE	\$487.76
MATHESON TRI-GAS INC	SUPPLIES	\$216.94
MCKEEVER INC	SUPPLIES	\$174.90
MENARDS INC	SUPPLIES	\$994.82
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$145.25
MERTZ FENCING	FENCE REPAIR	\$9,137.12
MESEBERG, DAVID	REIMBURSEMENT EXPENSE	\$44.24
MET LIFE	LIFE INSURANCE	\$1,313.73
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$239.86
MILBANK WINWATER WORKS	SADDLES	\$25,635.86
MINSAIT ACS, INC.	SERVICE CONTRACT	\$9,288.00
MISSOURI RIVER ENERGY SERVICES	VIBRATION SURVEY	\$918.13
MUELLER CO	SUPPLIES	\$283.91
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$569.95
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$847.12
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$14,592.77
NAPA CENTRAL	SUPPLIES	\$199.51
NELSON TECHNOLOGIES INC	SUPPLIES	\$554.34
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$7,645.77
OFFICE PEEPS	SUPPLIES	\$441.61

OLSON, CINDY	REIMBURSEMENT EXPENSE	\$2,187.35
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$411.08
PERFORMANCE TOWING	SERVICE - UNIT 28	\$330.00
PETE LIEN & SONS	BULK LIME	\$35,043.24
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$28.62
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,203.75
PRINT 'EM NOW INC	SUPPLIES	\$299.00
RC FIRST AID	SUPPLIES	\$107.50
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$46.56
RELIABANK DAKOTA	FLEX MED	\$7,614.13
RESCO	SUPPLIES	\$1,356.48
ROBERT E. LEE	MOWING SERVICE	\$2,400.00
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SERVICE	\$146.06
RUNNING'S SUPPLY INC	SUPPLIES	\$23.37
SCOTT ENGINEERING CO	US HWY 212 EAST WATER MAIN REPLACEMENT	\$3,935.00
SD ONE CALL	LOCATES	\$571.20
SD PUBLIC ASSURANCE ALLIANCE	GEN LIAB/PROP INSURANCE	\$256,108.67
SDSU FOUNDATION ACCT #70507	CENTER FOR POWER SYSTEMS STUDIES	\$400.00
SEIM, ANGELA	REIMBURSEMENT EXPENSE	\$221.04
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX RURAL WATER INC	PRAIRIE HAVEN 1ST ADDITION TERRITORY PAYMENT	\$22,800.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$12,847.89
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$119.02
STADHEIM LAWN CARE	JULY LAWN CARE	\$2,466.20
STAN HOUSTON EQUIP CO	SUPPLIES	\$380.29
STAR LAUNDRY INC	SERVICE	\$511.84
STUART C IRBY CO	SUPPLIES	\$1,046.30
T & R ELECTRIC SUPPLY COMPANY INC	SERVICE	\$2,805.00
TERRY-DURIN CO.	SUPPLIES	\$1,877.14
TRAV'S OUTFITTER	SAFETY CLOTHING	\$1,362.00
US BANK NATIONAL ASSOCIATION	BANKING FEE	\$1,200.00
USA BLUEBOOK	SUPPLIES	\$1,186.51
WARD, MARK	REIMBURSEMENT EXPENSE	\$380.58
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$350.33
WATERTOWN UNITED WAY	United Way	\$290.00
WELD-IT-ALL	SERVICE	\$292.50
WESCO DISTRIBUTION INC	WIRE AS PER BID	\$94,149.98
WINSUPPLY OF WATERTOWN	SUPPLIES	\$835.00
WW GOETSCH	SUPPLIES	\$1,405.14
WW TIRE SERVICE INC	SUPPLIES	\$25.35
	TOTAL	\$2,090,566.54

Total August \$2,090,566.54; Transfer to City's General Fund \$114,675.00, Muni Utilities Electric Water Gas \$79,715.46; Missouri River Energy Services Power \$2,271,298.23; BP Canada Energy Marketing Natural Gas \$37,849.14; Dept. of Revenue Sales/Excise Tax \$211,221.28; CPEP #3 Natural Gas \$26,137.65, CPEP #4 Natural Gas \$27,667.50, Sequent Energy Mgmt. Natural Gas \$54,802.10, City Finance Office Garbage/Sewer \$556,207.34.

ITEM 7743

Pursuant to SDCL 1-25-2(3)(5) Luken moved with second by Thomas to move to Executive Session for discussion of contract negotiations, consult with legal counsel. The Board does not expect to take-action when they reconvene to regular session. Motion carried

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

Motion by Luken with second by Carter 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 August 2022.

ATTEST: _____

Lisa Pahl

Lisa Carrico

Board Secretary

Board President

Municipal Utilities Board

Municipal Utilities Department