

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Friday, September 29, 2023

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Friday, September 29, 2023, at 12:00 p.m. with President Chris Carter presiding.

Board members present: Chris Carter, Mike Luken, Dan Brenden, and Charlie Larkin. Board Member Rich Thomas was present via zoom starting at Item 8 on the agenda. Board Liaison, member of City Council, Mike Danforth absent. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, John Lunde, Brian Benson, Mark Meier, Dan LeVasseur, Gina Brown, Sheila Mennenga, Lisa Pahl and Attorney Vince Foley. Media Steve Jurrens of KXLG Radio.

ITEM 7915

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

ITEM 7916

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

ITEM 7917

Public Comment - None

ITEM 7918

Motion by Larkin with second by Brenden to authorize General Manager to sign Unidirectional Flushing Program Design with AE2S. Motion carried.

ITEM 7919

Motion by Luken with second by Brenden to approve Resolution #7919 Designation of Authorized Representative for Dakota Mainstem. Motion carried unanimously upon roll call vote.

**RESOLUTION NO. 7919
DESIGNATION OF DIRECTOR AND ALTERNATE DIRECTOR FOR
DAKOTA MAINSTEM BOARD OF DIRECTORS**

Whereas Watertown Municipal Utilities recognizes the importance of effective representation on the Dakota Mainstem Board of Directors;

Whereas the Dakota Mainstem Bylaws allow a designated Director and Alternate Director from Watertown Municipal Utilities to ensure active participation and representation;

Now, therefore, be it resolved that Watertown Municipal Utilities hereby designates the following individuals to serve as Director and Alternate Director for the Dakota Mainstem Board of Directors:

Director of Operations shall serve as the Director and shall serve as the primary representative of Watertown Municipal Utilities on the Dakota Mainstem Board of Directors and shall have the authority to attend meetings, vote, and participate in decision-making processes on behalf of Watertown Municipal Utilities.

Water Superintendent shall serve as the Alternate Director and shall serve as a backup representative for Watertown Municipal Utilities on the Dakota Mainstem Board of Directors and shall have the authority to attend meetings, vote, and participate in decision-making processes when the Director cannot fulfill their duties or in their absence.

Further, be it resolved that the Director and Alternate Director are authorized to communicate with Watertown Municipal Utilities regarding matters concerning the Dakota Mainstem Board of Directors, provide updates on the board's activities, and seek input or guidance as necessary.

This resolution shall take effect immediately upon its adoption. It shall remain in force until it is amended, repealed, or superseded by subsequent resolution of Watertown Municipal Utilities.

Resolved and adopted by Watertown Municipal Utilities on this September 29th, 2023.

ITEM 7920

Motion by Brenden with second by Luken to declare an emergency to replace well #39. Motion carried.

ITEM 7921

Motion by Brenden with second by Luken to Authorize General Manager to sign task order with AE2S for Engineering and Design for Well #39.

ITEM 7922

Motion by Thomas with second by Luken to approve negotiated price for \$223,469.25 for the 50 KVA Transformers that were rejected on Item 7908 at the August Board Meeting. The transformers will be purchased from Dakota Supply Group, Sioux Falls, SD. Motion carried.

ITEM 7923

Motion by Luken with second by Thomas to authorize the purchase of a dump truck unit 23 using Sourcewell Bid. Motion carried.

ITEM 7924

Karst presented a report of unclaimed property to be reported to the state. Motion by Thomas with second by Brenden to approve to cancel these check numbers and direct these funds to the South Dakota Unclaimed Property Division. Motion carried.

ITEM 7925

The Board set date of Wednesday November 22, 2023, at 7 am for the Finance Committee Meeting in the Watertown Municipal Utilities Board Room.

ITEM 7926

Open: Lener presented a) Bill Stuffer - Living Safely with Natural Gas b) MRES Area Meetings: 1. Alexandria, MN October 25, 2. Valley City, ND October 26, 3. Orange City, IA November 1, 4. Sioux Falls, SD November 2. c) Larkin gave an update from the MRES Leadership Academy. He said he enjoyed the cybersecurity session, and it was worth a new member attending. d) Lehner gave an update on the Mid-West Electric Consumer Association Board of Directors Meeting that was held in Denver, CO. The first morning was the Resolutions Committee and the Midwest Water and Power Committee meetings. The Administrative reports were given in the afternoon. On the second day of the Conference there was discussion from Western States Power Corporation, USACE, Bureau of Reclamation, WAPA Upper Great Plains and WAPA Rocky Mountain Region.

ITEM 7927

Magstadt presented the Report on Operations and Projects. Electric: 9 new electric outages for the month for a total of 49 unscheduled outages for 2023, installing new 4/0 three-phase primary at Rauen Steel Construction. Gas Department: Installed 750' of 2" service to Sentry's new building. Water Department: Two water main breaks for the season total of 11. Engineering Tech: Staking and locating. Other News: CPEP 4 was refinanced starting December 1 for 34.5 cents.

ITEM 7928

Karst presented the report on Administration and Financial Statements, Karst went over the Transfer letter that was sent to the City. The transfer was up \$28,500 for the year, the street lighting increased \$2,579 and the Annual fire protection increased \$42,212 for the year. Purchasing, Accounting and Facilities, Projects Completed this Month: Dalsin Inc. Sioux Falls completed the reroofing of the operation building. Projects in Progress: Trilogy Consultants working on Water Rate study. Upcoming Projects: Working on the 2024 budget. Customer Service Projects Completed

this Month: 15,042 Payments collected for a total of \$5,456,860 and 56,836 services billed for a total of \$5,535,074, 84 of our Energy Assistant customers received a one-time payment of \$160 for their water bill. Human Resources/Risk Management: Completed SD Public Assurance Alliance annual property and liability insurance renewal with a increase of \$42,731, attended FEMA status meetings and finalized documentation from May 2023, Attended APPA Business & Finance Conference in Phoenix. IT: Working on new Cyber security controls and normal Website Statistics.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$3,294,866 above budget for the eight months ending August 31, 2023. Total Capital Additions are \$6,470,972 below budget for the eight months ending August 31, 2023.

ITEM 7929

Motion made by Larkin 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 September 2023 Plus ACH Payroll Payments \$663,645.64. Term Summer Temps: E. Duenwald, L. Bertsch, D. Feltsch and W. Sime.

Name	Payable Description	Payment Amount
October 2, 2023		
ABC EMBROIDERY	SERVICE	\$9.90
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$100.00
ADVANCED ENGINEERING AND ENVIRON. SERVICES, LLC	WTP EQUIPMENT REPLACEMENT	\$39,253.10
AFLAC	CANCER PT	\$1,449.67
AMARIL UNIFORM COMPANY	SAFETY CLOTHING	\$244.28
ANDOR INC	SERVICE	\$1,285.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$372.23
APGA	TRAINING EXPENSE	\$625.00
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$7,525.00
ARGUS LEADER MEDIA	SUPPLIES	\$35.00
AUSTIN, STRAIT, BENSON, THOLE AND KOEHN, LLP	JULY LEGAL FEES	\$562.00
AUTO VALUE WATERTOWN	SUPPLIES	\$272.75
BENDIX IMAGING INC	SUPPLIES	\$206.97
BERNIES BODY & GLASS	SERVICE - UNIT 15	\$3,280.00
BORDER STATES ELECTRIC SUPPLY	ST LIGHT POLES AS PER BID	\$87,570.43
BORNS GROUP	POSTAGE & MAILING	\$10,758.02
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$160.30
CASHWAY LUMBER INC	SUPPLIES	\$309.90
CENTURY LINK	PHONE SERVICE	\$313.78
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,503.81
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$6,340.16
CONNECTING POINT	SCADA HARDWARE	\$4,014.90
CORE & MAIN LP	SUPPLIES	\$10,128.41
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$347.96
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$579.97
DAKOTA DATA SHRED	SHREDDING SERVICE	\$78.21
DEPARTMENT OF HEALTH	WATER SAMPLES	\$755.00
DISCOUNT SEEDS, INC.	SUPPLIES	\$220.00
DITCH WITCH OF SOUTH DAKOTA, INC	SUPPLIES	\$115.64
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$4,959.49
DTN, LLC	SUBSCRIPTION	\$546.00
DUTTON-LAINSON COMPANY	METERS PER BID	\$620.50
ELEMENT MATERIALS TECHNOLOGY	SERVICE	\$575.00
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$82,635.86
ETHANOL PRODUCTS LLC	BULK CO2	\$4,773.90
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$329.30
FASTENAL COMPANY	SUPPLIES	\$1,275.00
FEDERAL EXPRESS CORP	SERVICE	\$17.28
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$146.07
FOLEY AND FOLEY LAW OFFICE, PC	AUGUST LEGAL FEES	\$660.00
GRAINGER	SUPPLIES	\$691.22
GRAYBAR ELECTRIC CO INC	SUPPLIES	\$1,345.20
GROEBNER	SUPPLIES	\$611.42
HAWKINS, INC.	SUPPLIES	\$724.60
IBEW LOCAL 426	UNION DUES	\$4,038.00
IMEG	212 E PHASE WATERMAIN REPLACEMENT	\$350.88
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$64.20

J & J EARTHWORKS	212 WATERMAIN REPLACEMENT	\$74,741.14
J H LARSON COMPANY	SUPPLIES	\$962.83
JOE MEDANICH ASPHALT SERVICES	ASPHALT REPAIRS	\$16,800.03
JOHNSON CONTROLS INC	SERVICE - BOILER	\$4,466.38
JOHNSON FEED, INC	BULK SOLAR CRYSTALS	\$5,844.45
JUSTIN'S LAWN & TREE SERVICE	SERVICE	\$400.00
KEROTEST MANUFACTURING CORP	SUPPLIES	\$2,364.41
KOONS GAS MEASUREMENT	SUPPLIES	\$239.94
KORTERRA	LOCATE SERVICE	\$4,275.00
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$83.43
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$174.59
LEVASSEUR, DAN	REIMBURSEMENT EXPENSE	\$1,201.00
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$217.47
LOCATORS & SUPPLIES INC	SUPPLIES	\$257.90
LUKEN, MIKE	REIMBURSEMENT EXPENSE	\$1,408.64
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$268.85
LYLE SIGNS INC	SUPPLIES	\$1,407.35
MAC'S HARDWARE	SUPPLIES	\$289.59
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$2,510.07
MATHESON TRI-GAS INC	SUPPLIES	\$321.19
MCKEEVER INC	SUPPLIES	\$490.00
MENARDS INC	SUPPLIES	\$854.20
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$858.82
MET LIFE	LIFE INSURANCE	\$1,506.54
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$183.39
MIDWEST AUTOMOTIVE INC	SUPPLIES	\$1,700.00
MILBANK WINWATER WORKS	SUPPLIES	\$14,579.36
MISSOURI RIVER ENERGY SERVICES	SERVICE	\$3,206.34
MONITOR TECHNOLOGIES LLC	SUPPLIES	\$97.68
MUELLER CO	SUPPLIES	\$1,234.45
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$991.10
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$1,544.21
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$15,578.41
NAPA CENTRAL	SUPPLIES	\$672.76
ND PUBLIC SERVICE COMMISSION	TRAINING EXPENSE	\$200.00
NEW PIG CORP	SUPPLIES	\$256.01
NOVA FIRE PROTECTION INC	ANNUAL INSPECTION	\$190.00
OFFICE PEEPS	SUPPLIES	\$888.13
PALMER WAHL INSTRUMENTS INC.	SUPPLIES	\$1,568.37
PAYMENTUS GROUP INC.	SERVICE	\$59.70
PETE LIEN & SONS	BULK LIME	\$43,925.69
POMP'S TIRE SERVICE, INC.	SERVICE	\$183.34
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,189.77
PRINT 'EM NOW INC	SUPPLIES	\$126.00
RC FIRST AID	SUPPLIES	\$120.00
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$25.84
RELIABANK DAKOTA	FLEX MED	\$6,932.64
RESCO	ELBOWS	\$15,598.86
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SERVICE	\$276.67
RUNNING'S SUPPLY INC	SUPPLIES	\$501.18
SAFETY BENEFITS INC	TRAINING EXPENSE	\$225.00
SCHAEFFER MFG CO	SUPPLIES	\$1,482.25
SD ONE CALL	LOCATES	\$474.60
SD PUBLIC ASSURANCE ALLIANCE	GEN LIAB/PROPERTY INSURANCE	\$298,839.43
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$10,707.03
SIOUX VALLEY GREENHOUSES	SERVICE	\$385.00
STAN HOUSTON EQUIP CO	RENTAL	\$1,023.65
STAR LAUNDRY	SERVICE	\$963.30
STATE TREASURER	2023 UNCLAIMED PROPERTY	\$5,028.01
STUART C IRBY CO	SERVICE	\$2,196.03
SUTTON LAWN & SNOW LLC	LAWN CARE	\$2,892.00
T & R ELECTRIC SUPPLY COMPANY INC	SERVICE	\$2,805.00
TERRY-DURIN CO.	SUPPLIES	\$2,550.00
TITAN MACHINERY- WTN	SERVICE - UNIT 25	\$7,334.92
TITAN MACHINERY-SF	SUPPLIES	\$1,435.03
TOOL TIME RENTAL	RENTAL	\$450.00
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	\$756.66
TRAFFIC SOLUTIONS INC.	SERVICE	\$1,814.00
TRAV'S OUTFITTER	SAFETY CLOTHING	\$525.00
TRILOGY CONSULTING, LLC	WATER RATE STUDY	\$3,180.00
TSP, INC.	ROOF PROJECT	\$246,705.10
TYNDALE COMPANY INC	SAFETY CLOTHING	\$187.95
ULINE INC	SUPPLIES	\$87.06
USA BLUEBOOK	SUPPLIES	\$1,041.53
WATERTOWN CONCRETE PRODUCTS	SUPPLIES	\$596.81
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$216.68
WATERTOWN UNITED WAY	United Way	\$263.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$1,242.55
WESCO DISTRIBUTION INC	WIRE AS PER BID	\$274,106.43
WILLIAM NEALE & CO., PC	2022 FINANCIAL STATEMENT AUDIT	\$12,395.00
WW TIRE SERVICE INC	SUPPLIES	\$580.00
ZEP SALES AND SERVICE	SUPPLIES	\$168.44
ZIP & STITCH SEWING	SERVICE	\$30.00

Total September 2023 \$1,414,952.49; Transfer to City's General Fund \$118,125.00, Muni Utilities Electric Water Gas \$78,423.82; Missouri River Energy Services Power \$2,464,027.36; BP Canada Energy Marketing Natural Gas \$37,849.14; Dept. of Revenue Sales/Excise Tax \$207,738.12; CPEP #3 Natural Gas \$7,269.50, CPEP #4 Natural Gas \$10,570.85, CPEP #5 Natural Gas \$15,471.17, CPEP #3 HEDGE Natural Gas \$11,444.40, Sequent Energy Mgmt. \$2,343.60. City Finance Office Garbage/Sewer \$618,924.49.

ITEM 7930

Pursuant to SDCL 1-25-2(3) Luken moved with second by Brenden to move to Executive Session. To consult with or review communications from legal counsel. The Board does expect to take-action when they reconvene to the regular session. Motion carried.

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

Motion by Larkin with second by Brenden 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 September 2023.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Christine Carter
Board President
Municipal Utilities Board

