

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

MONDAY, APRIL 26, 2021

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, April 26, 2021 at 12:00 p.m. with President Greg Solum presiding.

Board members present: Greg Solum, Chris Carter, Lisa Carrico and Mike Luken. Board Member Dan Brenden absent. Also present, Board Liaison, member of City Council, Glen Vilhauer and Staff members: Steve Lehner, Adam Karst, Bert Magstadt, Mark Haider, Mark Meier, John Lunde, Jeff DeVille, Brian Benson, Sheila Mennenga, Lisa Pahl and Attorney Vince Foley. Staff Members via teleconference Kevin Kruiter and Gina Brown. Guests: Via teleconference Mayor Sara Caron and Press Kerry Drager Watertown Public Opinion.

ITEM 7519

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

ITEM 7520

Motion by Carter with second by Luken to approve minutes of Regular Session meeting on March 29th, 2021. Motion carried.

ITEM 7521

Public Comment: Board Liaison, member of City Council, Glen Vilhauer addressed the board. He encouraged everyone to come to a Public Meet and Greet for the 4 final candidates for City Manager on Thursday, April 29, 2021 from 4pm - 6pm at the Watertown Event Center. Vilhauer also mentioned that the City Council has purposed an Ordinance Change to the City of Watertown's budget cycle from September to November. This will be voted on at the June election.

ITEM 7522

Motion by Luken second by Carter to approve the General, Electric, Water and Gas Policy changes along with the Schedule of Fees as presented at the March 29, 2021 Board Meeting. Presented were these changes: General, adding verbiage to 46.1 and a change in the Equipment and Service Rate Schedule. 6.5 was added to the Schedule of Fees along with some price adjustments. Electric, adding 3.11.4 Transformer size limits also adding some wording to 8.2a. Water, adding new policy to 15. System Development. Gas, adding verbiage to 2. Customer Facilities. All policies can be viewed on the Watertown Municipal Utilities website. Motion carried.

ITEM 7523

Motion by Carter with second by Carrico to approve Water Main Installation Agreement Template. Motion carried.

ITEM 7524

Water Superintendent DeVille gave an overview of the 2020 Annual Water System Quality Report. He noted that there were no substances detected in the water that violated regulations set by the Federal Government or the State of South Dakota. This report will be posted on the Watertown Municipal Utilities website.

ITEM 7525

This being the time and place set for consideration of bids, the following was presented. Bid for Gas Pipe for the Gas Department. The bid was opened on Thursday, April 22nd, 2021 at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

Gas Pipe: One bid was received and upon review and recommendation by Magstadt, motion by Luken with second by Carrico to award bid to low valid bidder, Border States, Sioux Falls, SD for \$28,900.00. Motion carried.

ITEM 7526

Open: Lehner presented the bill stuffers Living Safely with Natural Gas and Mosquito Control. Lehner extended an invite to the Board to attend the Lake Area Technical College's 19th Annual Governor's Luncheon May 10, 11:30am - 1pm.

ITEM 7527

Magstadt presented the Report on Operations and Projects, Electric, Projects Completed this Month: 7 new electrical outages for a total of 17 electrical unscheduled outages for 2021, repaired problem areas found during annual Thermal Scanning by MRES. Gas, Projects Completed this Month: Doing DOT requirements, finished up district and underground maintenance. Water, Projects Completed this Month: 0 new main breaks for a total of 16 main breaks for the 2020-2021 season, repaired a leak on well #34 in the Rauville well field, Worked with AP & Sons on 1,200 foot bore under the Hidden Valley channel and the new channel in Stoney Point. Engineering Tech, Projects Completed this Month: Doing staking and locating for projects.

ITEM 7528

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects completed this month: Ordering, receiving and stocking materials, William Neale & Co. is currently auditing our 2020 financials, Applying granular herbicide to substations and

gas regulator stations. Customer Service, Projects Completed this Month: 14,168 payments collected for a total of \$5,778,295 total of 54,580 services billed for a total of \$4,447,902. Human Resources/Risk Management: Interviewed for Water Plant Operator - received 17 applications and interviewed 5 candidates, Cole Brenden was hired as Apprentice Water Plant Operator effective 5/3/2021, Kelsey Nordsiden, CSR I gave her resignation as of 4/30/2021, interviewed for CSR 1 - received 57 applications and interviewed 6 candidates. IT: 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 \$641,795 under budget for the three months ending March 31, 2021. Total Capital Additions are \$30,183 over budget for the three months ending March 31, 2021.

ITEM 7529

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 April 2021 Plus ACH Payroll Payments \$554,718.90. Rehire: J. Beynon \$12/hr. effective 4/19/2021, Change: S. Catlette \$43.71/hr. effective 3/21/2021 and S. Koehn \$37.29/hr. effective 4/5/2021.

Name	Payable Description	Payment Amount
May 3, 2021		
ABC EMBROIDERY	SERVICE	\$64.35
ADVANCED ENGINEERING AND ENV. SERVICES, LLC	STUDY & REPORT	\$2,062.25
AFLAC	CANCER PT	\$1,762.58
A-OX WELDING SUPPLY INC	SUPPLIES	\$1,337.36
APOLLO PRODUCTS MFG, LLC	SUPPLIES	\$408.85
AUTO VALUE WATERTOWN	SUPPLIES	\$588.81
AUTOMATIC BUILDING CONTROLS	ANNUAL FIRE ALARM TESTING	\$651.00
BASCOM-TURNER INSTRUMENTS INC.	SERVICE	\$431.00
BELL LUMBER & POLE CO	POLES	\$23,317.00
BENDIX IMAGING INC	SUPPLIES	\$1,419.94
BORDER STATES ELECTRIC SUPPLY	METER READING EQUIPMENT	\$69,882.60
BORNS GROUP	POSTAGE & MAILING	\$8,884.77
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$75.87
CASHWAY LUMBER INC	SUPPLIES	\$372.12
CATLETTE, STEPHEN	REIMBURSEMENT EXPENSE	\$130.00
CENTURY LINK	PHONE SERVICE	\$315.11
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$4,277.87
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$5,615.52
CONNECTING POINT	SOFTWARE MAINTENANCE	\$784.02
CONSULTING ENGINEERS GROUP INC	UPTOWN SWITCHGEAR	\$4,640.00
CORE & MAIN LP	FUSIBLE 200 WATER PIPE AS PER BID	\$22,562.46
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$984.36
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$1,406.81
DAKOTA DATA SHRED	SHREDDING SERVICE	\$69.62

DAKOTA RIGGERS & TOOL	SUPPLIES	\$83.63
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$34.80
DONNA JONGELING	REFUND OF CREDIT ON ACCOUNT	\$2,787.78
DSG DAKOTA SUPPLY GROUP	WIRE AS PER BID	\$41,077.65
DTN, LLC	SUBSCRIPTION	\$536.00
EAST RIVER ELEC POWER COOP	ANNUAL SERVICE AGREEMENT	\$7,500.00
EASTWOOD APARTMENTS	REFUND OF CREDITS ON ACCOUNTS	\$1,048.71
ENERGY LABORATORIES INC	SERVICES	\$531.00
ETHANOL PRODUCTS LLC	BULK CO2	\$2,180.82
FARNAMS GENUINE PARTS	SUPPLIES	\$527.04
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$689.20
FASTENAL COMPANY	SUPPLIES	\$436.33
FEDERAL EXPRESS CORP	SERVICE	\$36.55
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$337.33
FIRESIDE CAMPER INC	SUPPLIES	\$236.34
FOLEY AND FOLEY LAW OFFICE, PC	MARCH LEGAL FEES	\$860.00
FRANZ REPROGRAPHICS, INC.	SUPPLIES	\$493.84
FRONTIER PRECISION INC	SUPPLIES	\$896.20
GAS PRODUCTS SALES, INC	REGULATORS	\$3,582.60
GLASS PRODUCTS INC	SUPPLIES	\$78.94
GRAINGER	SUPPLIES	\$102.07
GROEBNER	INSULATOR	\$17,139.73
HAROLD K SCHOLZ CO	REVENUE METERING RELOCATION	\$8,600.00
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$1,315.22
HIGHWAY 81 WELDING	SUPPLIES	\$24.53
HM CRAGG	ANNUAL BATTERY INSPECTION	\$2,940.00
HOSANNA LUTHERAN CHURCH	ENERGY INCENTIVE REBATE	\$921.00
HUMAN SERVICE AGENCY	EAP SERVICES	\$67.50
HY-VEE FOODS	SUPPLIES	\$57.99
IBEW LOCAL 426	UNION DUES	\$2,811.00
INDELCO PLASTICS CORPORATION	SUPPLIES	\$242.21
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$186.60
J H LARSON COMPANY	WIRE	\$5,513.70
JUSTICE FIRE & SAFETY	SUPPLIES	\$534.00
KOONS GAS MEASUREMENT	SUPPLIES	\$303.60
KORTERRA	SERVICE	\$600.00
KSFY/KDLT	REFUND OF CREDIT ON ACCOUNT	\$620.00
LAKE AREA TECHNICAL COLLEGE	TRAINING	\$350.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$128.80
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$145.60
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$1,301.70
MAC'S HARDWARE	SUPPLIES	\$605.88
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$174.83
MARCO	COPIER LEASE	\$394.87
MATHESON TRI-GAS INC	SUPPLIES	\$194.31
MCKEEVER INC	SUPPLIES	\$257.67
MENARDS INC	SUPPLIES	\$1,437.98
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$219.00
MESA PRODUCTS INC	SUPPLIES	\$2,735.33
MET LIFE	LIFE INSURANCE	\$1,279.95
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$224.54
MIDWEST UNDERGROUND SUPPLY, LLC	SUPPLIES	\$1,435.00
MILBANK WINWATER WORKS	TAPPING & SADDLES	\$37,033.42

MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY PROGRAM	\$7,425.00
MISSOURI RIVER ENERGY SERVICES	INFRARED INSPECTION SERVICE	\$4,771.55
MUELLER CO	SUPPLIES	\$1,220.38
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$285.81
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$707.86
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$5,255.04
NORTHERN DEWATERING INC	WELLPOINT PUMP	\$1,398.00
NOVASPECT, INC.	REGULATOR	\$3,645.53
OFFICE PEEPS	SUPPLIES	\$1,460.46
PETE LIEN & SONS	BULK LIME	\$21,027.37
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$602.00
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$181.09
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$930.58
PRO LINE INC	SUPPLIES	\$502.62
RC FIRST AID	SUPPLIES	\$59.00
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$33.26
RELIABANK DAKOTA	FLEX MED	\$6,622.90
RESCO	CUTOUTS	\$11,226.90
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RONKE, SHANE	REIMBURSEMENT EXPENSE	\$312.63
RUNNING'S SUPPLY INC	SUPPLIES	\$291.93
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SCREENS	\$624.00
SD GOVERNMENTAL HUMAN RESOURCE ASSOCIATION	REGISTRATION	\$50.00
SD ONE CALL	LOCATES	\$275.10
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$7,075.48
SNAP-ON INCORPORATED	SUPPLIES	\$219.58
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$147.78
STAR LAUNDRY INC	SERVICE	\$389.41
STARR, TANNER E	REIMBURSEMENT EXPENSE	\$35.00
STUART C IRBY CO	SUPPLIES	\$841.34
SUBSURFACE SOLUTIONS	SUPPLIES	\$125.92
TECH PRODUCTS INC	SUPPLIES	\$27.31
TEREX USA, LLC	SERVICE	\$5,438.96
TITAN MACHINERY- WTN	SERVICE	\$8,469.12
TRAV'S OUTFITTER	SAFETY CLOTHING	\$1,565.99
USA BLUEBOOK	SUPPLIES	\$729.79
VAN DIEST SUPPLY COMPANY	HERBICIDE	\$3,091.00
VERIFIED CREDENTIALS	SERVICE	\$123.66
VERMEER HIGH PLAINS	SUPPLIES	\$156.29
WALMART COMMUNITY	SUPPLIES	\$54.95
WATERTOWN AREA CHAMBER OF COMMERCE	SERVICE	\$30.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS & ADVERTISEMENTS	\$1,019.95
WATERTOWN UNITED WAY	United Way	\$412.00
WEATHERGARD ROOFING	SERVICE	\$860.00
WESCO DISTRIBUTION INC	CUTOUTS	\$14,103.64
	TOTAL	\$433,433.24

Total April 2021 433,433.24; US Bank Nat'l Assoc. Bond 605,831.88, Transfer to City's General Fund 131,095.33, Muni Utilities Electric Water Gas 40,853.65; Missouri River Energy Services Power 1,556,845.68; BP Canada Energy Marketing Natural Gas 268,145.61; Dept. of Revenue Sales/Excise Tax 197,301.11; CPEP #3 Natural Gas 70,569.56, CPEP #4 Natural Gas 67,233.27, Sequent Energy Management Natural Gas 28,469.09, Northern Border Pipeline Capacity Charges 90,066.16, City Finance Office Garbage/Sewer 497,919.76.

ITEM 7530

The Board set date of Thursday, May 27th at noon for May Board Meeting.

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 26th, day of April, 2021.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Greg Solum
Board President
Municipal Utilities Department