

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, April 29, 2013

The Municipal Utilities Board convened in regular session at the Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday April 29, 2013 at Noon with President Dustin Padgett presiding.

Board members present: Dustin Padgett, Mike Luken, Ernie Wight, Wayne Schultz and Dave Strait. Board Liaison Member of City Council Bruce Buhler. Staff Members present: Steve Lehner, Adam Karst, Todd Chambers, Jeff DeVille, Doug Enstad, Rich Schmidt, Mark Meier, Mark Haider, Kevin Kruiter, Stephanie Ries, Sheila Mennenga, Lisa Pahl, Stanton Fox.

ITEM 6355

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

ITEM 6356

Motion by Strait with second by Wight to approve minutes of the regular Board meeting on March 25, 2013. Motion carried.

ITEM 6357

This being the time and place set for consideration of bids, the following were presented. Bids for Water Hydrants, PVC Pipe, Installation of Water Mains and Gate Valves for the Water Department. Bids were opened Thursday, April 25, 2013 at 1:30 PM by Municipal Utilities Department Staff as authorized by the Board.

Water Hydrants for Water Department: HD Supply Waterworks, Sioux Falls, SD Total 60,708.84; Ferguson Waterworks, Fargo, ND Total 60,840.00. All bidders submitted a 10% Bid Bond as bid security.

PVC Pipe for Water Department: Dakota Supply Group, Sioux Falls, SD Total 15,246.00; Ferguson Waterworks, Fargo, ND Total 16,465.00; Milbank Winwater Works, Milbank, SD Total 15,200.00; Northwest Pipe Fittings Inc, Huron, SD Total 15,450.00; HD Supply, Sioux Falls, SD Total 13,840.00. All bidders submitted a 10% Bid Bond as bid security.

Installation for Water Mains for Water Department: AP & Sons Summit, SD Total 59,596.55; First Rate Excavate Inc., Sioux Falls, SD Total 249,216.90; Prunty Construction, Brookings, SD Total 74,481.55. All bidders submitted a 10% Bid Bond as bid security.

Gate Valves for Water Department: Dakota Supply Group, Sioux Falls, SD Total 29,090.29; Ferguson Waterworks, Fargo, ND Total 31,668.00; HD Supply, Sioux Falls, SD Total 31,207.53, Milbank Winwater Works, Milbank, SD Total 28,196.00; Northwest Pipe Fittings Inc, Huron, SD Total 27,280.23. All bidders submitted a 10% Bid Bond as bid security.

Upon review and recommendation by Chambers, motion by Strait with second by Schultz to award bids to low valid bidders. Hydrants, HD Supply Group; PVC Pipe, HD Supply Group; Installation of Water Mains, AP & Sons; Gate Valves, Northwest Pipe Fittings Inc. Motion carried

ITEM 6358

Chambers presented the gas customer survey that was done by Central Surveys, Inc. (CSI) This survey was a follow up to the 2009 survey. In 2005, the Department of Transportation - Pipeline and Hazardous Materials Safety Administration published the Final Rule, requiring pipeline operators, including natural gas distribution companies, to develop and implement public awareness programs. This report is a summary of findings for a survey of affected public conducted by telephone February 27 through March 15, 2013. Chambers did note that we have exceeded CSI average on keeping the public informed about pipeline safety.

ITEM 6359

Wight, Board Member and Chairman of the Wages and Personnel Committee, gave a recap of the General Managers performance review.

ITEM 6360

Motion by Schultz with second by Luken to approve the Employee Handbook policy changes that were discussed at the March 25, 2013 Board Meeting. Motion carried.

ITEM 6361

Lehner presented information on the bill stuffer, Mosquito Control. He also gave two invitations to the Board Members, one was to attend the MRES Annual Meeting in Sioux Falls May 8-9, the other was to the APPA National Convention in Nashville, TN June 14-19.

ITEM 6362

Chambers presented report on Operations and Projects: Electric Department, Projects Completed this Month: Tree trimming, Infrared thermo scanning of overhead lines, substations and underground equipment by MRES. Projects Starting Next Month: Engelstad Electric primary and secondary installing wire per contract, Installing new underground primary and secondary wires in Diamond Vogel alley and removing existing overhead poles. Gas Department, Projects Completed this Month: All above ground valves have been inspected as required by Office of Pipeline Safety, Operator Qualifications hands on training for plastic fusion and stopping-plugging of gas lines. Projects in Progress: Inspecting and turning of all below ground valves as required by Office of Pipeline Safety. Projects Starting Next Month: Operator Qualifications hands on training - tapping equipment - backhoe operations - vac-trailer operations. Water Department, Projects Completed this Month: No main breaks this past month, Hydrant Maintenance.

Projects in Progress: Updating some of our older meters at the lake, Start excavation on the 3 million gallon tank. Engineering Tech Department, Projects Completed this Month: 63 One-Call locates Apr. 1 to 24st, 2013. 12 One-Call locates total for March, 2013, 6 Emergency locates (5 private contractors & 1 Watertown Utilities). Projects Starting Next Month: Average 600 One-Call locates in May.

ITEM 6363

Karst presented report on Administration and Financial Statements: Building/Grounds and Purchasing, Projects in Progress: Ordering, receiving and stocking materials, Starting to receive transformers for the 2013 construction season. Office, Projects Completed This Month: 13,271 Payments collected with a total of 4,899,462; Total of 50,911 services billed for a total of 4,592,000; Major Projects in Progress: Preparing information requested by MRES for our 2013 Electric Rate Study, Sent out 2,242 budget bill letters, the average customer's budget bill increased by 12%, Plan to assist city hall on Request for Proposals regarding our banking services, Interviewing Customer Service Rep I's for the May 21st opening. Human Resources/Risk Management: Completed initial interviews for the Customer Service Representative I position. We received 118 applications for the position. Plan to have the position filled and the new CSR I start on May 21, 2013, Interviewing for summer temp positions. All summer positions have been filled and the students will be starting at various times in May. Information Systems: Normal monthly IT maintenance and troubleshooting. Karst presented information on a training opportunity for the board, APPA's Utility Governance Webinar Series.

Statements of revenue and expenses were presented to the Board for review. Year to date net income is 451,472.00 over budget.

ITEM 6364

Motion made by Luken with second by Wight to approve the following verified Salary claims and bills. Motion carried unanimously upon roll call vote. Total Municipal Utilities Dept Net Payroll for April, 2013 Plus ACH Payroll Payments 345,575.93.

MAY 1, 2013

Name	Payable Description	Payment Amount
ADVANCED ENGINEERING & ENVIRON	WATER TREATMENT PLANT I & C SVS	\$752.00
AFLAC	CANCER PT	\$2,085.19
A-OX WELDING SUPPLY INC	WELDING SUPPLIES	\$188.74
APPLIED INDUSTRIAL TECH	SUPPLIES	\$873.03
AT&T MOBILITY	CELL PHONE SERVICE	\$72.74
AVANTI FEDERAL CREDIT UNION	CREDIT UNION	\$15,947.53
BENDIX IMAGING INC	SUPPLIES	\$255.97
BEST BUSINESS PRODUCTS INC TX	COPIER LEASE	\$139.01
BIG SIOUX WATER FESTIVAL	DONATION	\$1,250.00

BORDER STATES ELECTRIC SUPPLY	WIRE/TRANSFORMERS AS BID	\$42,902.63
BORNS GROUP	POSTAGE & MAILING	\$7,773.46
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$67.99
CARQUEST #2197	BATTERIES	\$302.18
CENTRAL SURVEYS INC	GAS SAFETY AWARENESS SURVEY	\$6,800.00
CENTURY LINK	CELL PHONE SERVICE	\$310.12
CHAMBERS, TODD	REIMBURSEMENT EXPENSES	\$63.42
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$1,665.30
CODINGTON-CLARK ELEC COOP	ELECTRIC SERVICE-NEW WELLFIELD	\$2,781.04
CONNECTING POINT	NETWORKING	\$101.25
CONSULTING ENGINEERS GROUP	CAPACITOR WORK	\$144.00
COTEAU SHOPPER	PUBLISHINGS	\$140.40
CREDIT BUREAU OF WATERTOWN	COLLECTIONS	\$691.74
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$270.54
CUMMINS CENTRAL POWER LLC	GENERATOR MAINTENANCE	\$935.29
DAKOTA DATA SHRED	SHREDDING SERVICE	\$59.90
DAKOTA RIGGERS & TOOL	SUPPLIES	\$869.76
DE VILLE, JEFF	REIMBURSEMENT EXPENSES	\$1,008.82
DEPARTMENT OF REVENUE	WATER SAMPLES	\$786.00
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$8,278.92
DUECO INC	UNIT #27	\$1,933.56
ENERGY ECONOMICS INC	METER REPAIR	\$1,032.14
ENERGY LABORATORIES INC	WATER TESTING	\$2,240.00
ENSTAD, DOUG	REIMBURSEMENT EXPENSES	\$12.00
FARNAMS GENUINE PARTS	PARTS, SUPPLIES	\$1,441.68
FASTENAL COMPANY	SUPPLIES	\$643.58
FORRER SUPPLY CO INC	GAS PIPE	\$19,957.80
G & R CONTROLS INC.	SUPPLIES	\$246.50
GAS PRODUCTS SALES	GAS METERS, ERTS AS BID	\$29,015.27
GCR TIRE CENTER	TIRE REPAIR	\$30.00
GREAT WESTERN BANK	TASC MED	\$5,934.84
H R GREEN	3 M GAL WATER RES REPLACEMENT	\$5,131.51
HAWKINS, INC.	WATER TREATMENT CHEMICALS	\$2,166.31
HD SUPPLY WATERWORKS	SUPPLIES	\$1,872.83
HUMAN SERVICE AGENCY	EAP SERVICES	\$270.00
IBEW LOCAL 426	UNION DUES	\$3,106.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$115.94
ITRON INC	MOBILE COLLECTOR REPAIR	\$695.00
J H LARSON COMPANY	SUPPLIES	\$7,348.20
JOHN CRANE INC	SUPPLIES	\$348.75
KARST, ADAM	REIMBURSEMENT EXPENSES	\$89.00
KXLG	LATI CONGRATS PKG	\$295.00
LATI	BASIC SUPERVISION TRAINING REG	\$60.00
LEHNER, STEVE	REIMBURSEMENT EXPENSES	\$105.09
LOCATORS & SUPPLIES INC	SUPPLIES	\$1,515.58
LUKONEN'S TOOL SERVICE INC	SUPPLIES	\$495.15
LUNDE, JOHN	REIMBURSEMENT EXPENSES	\$73.00
M & T FIRE & SAFETY INC	SUPPLIES	\$401.20

M E BARBER CO INC	SUPPLIES	\$254.88
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$85.97
MAC'S INC	SUPPLIES	\$629.95
MARCO INC	MAINTENANCE AGREEMENT	\$124.31
MATHESON TRI-GAS INC	SUPPLIES	\$168.29
MATHISON COMPANY	SUPPLIES	\$190.62
MC KEEVER'S VENDING	SUPPLIES	\$114.67
MENARDS INC	SUPPLIES	\$473.30
MENNENGA, SHEILA	REIMBURSEMENT EXPENSES	\$73.00
MET LIFE	LIFE INSURANCE	\$1,047.32
MIDCONTINENT COMMUNICATIONS	INTERNET SERVICE	\$105.00
MILBANK COMMUNICATIONS INC	FCC LICENSE RENEWAL	\$60.00
MILLERBERND MFG CO	STREET LIGHTS	\$4,383.00
MN MUNICIPAL UTILITIES ASSN	SAFETY MANAGEMENT	\$6,819.20
MISSOURI RIVER ENERGY SERVICES	REGISTRATION FEES	\$100.00
MUNICIPAL UTILITIES - PC	PETTY CASH	\$526.44
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$445.92
MUNICIPAL UTILITIES-REFUND ACCT	REF OVERPAYMENT OF FINAL BILLS	\$4,003.54
NEW YORK LIFE INS.	LIFE INSURANCE	\$196.00
NORTHERN TRUCK EQUIP CORP	SUPPLIES	\$404.75
OFFICE MAX CONTRACT INC	OFFICE SUPPLIES	\$30.58
OFFICE OF FIRE MARSH - BOILER INSPEC	CERTIFICATES/INSPECTIONS	\$250.00
OFFICE PEEPS	OFFICE SUPPLIES	\$1,025.90
O'REILLY AUTOMOTIVE INC	PARTS, SUPPLIES	\$140.67
PETE LIEN & SONS	LIME	\$14,028.23
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$115.31
PRELOAD INC	3 MG RESERVOIR	\$87,930.00
PRISTINE WATER SOLUTIONS	WATER TREATMENT SUPPLIES	\$2,992.00
PROLINE INC	SUPPLIES	\$278.12
RADIO SHACK CORPORATION	SUPPLIES	\$11.44
REDLINGER BROS PLUMBING & HEATING	BOILER/PUMP MAINTENANCE	\$791.76
RESCO	LINE TRANSFORMERS AS BID	\$99,736.95
RUNNING'S SUPPLY INC	SUPPLIES	\$258.01
SANFORD WTN OCCUPATIONAL MED	SCREENINGS	\$374.00
SCHAEFFER MANUFACTURING CO	LUBRICANTS	\$2,031.13
SCHMIDT, RICHARD	REIMBURSEMENT EXPENSES	\$121.84
SD ONE CALL	LOCATES	\$29.40
SERVICEMASTER	JANITORIAL SERVICE	\$3,120.00
SHERWIN WILLIAMS CO	SUPPLIES	\$232.45
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$7,926.69
STAR LAUNDRY INC	RUG SERVICE	\$541.56
STUART C IRBY CO	SWITCHGEAR AS BID	\$92,264.88
STURDEVANTS AUTO PARTS	PARTS, SUPPLIES	\$307.03
TITAN MACHINERY-SF	INSPECTION	\$1,626.33
UPS	SHIPPING	\$247.14
VERMEER HIGH PLAINS	SUPPLIES	\$888.89
WALMART COMMUNITY	SUPPLIES	\$285.60
WATERTOWN DEVELOPMENT CO	INDUSTRIAL DEVELOPMENT EXP	\$8,690.00

WATERTOWN FORD CHRYSLER	SUPPLIES	\$112.02
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$980.25
WATERTOWN UNITED WAY	United Way	\$351.00
WATERTOWN WHOLESALE	SUPPLIES	\$252.57
WATERTOWN WINNELSON CO	SUPPLIES	\$308.31
WELLMARK BLUE CROSS/BLUE SHIELD	HEALTH INSURANCE	\$65,872.06
WESCO DISTRIBUTION INC	15KV CABLE AS BID	\$132,873.38
WW TIRE SERVICE INC	TIRES	\$1,068.82
ZEP MANUFACTURING CO	SUPPLIES	\$616.11
TOTAL		\$733,009.49

Total April, 2013 733,009.49; Transfer to City General 95,700; Muni Utilities Electric Water Gas 41,334.17; Northern Natural Gas 6,061.20; Missouri River Energy Services Power 1,414,375.39; BP Canada Energy Marketing Natural gas 788,760.00; Dept of Revenue Sales/Excise Tax 202,519.42; CPEP Natural Gas 85,213.58, First Nat'l Bank-SF SRF Loan 413,660.20, City Finance Office Garbage Sewer 374,765.45.

ITEM 6365

Board set date of Thursday May 30, 2013 at Noon for May Board Meeting due to Memorial Day holiday.

ITEM 6366

Motion by Luken with second by Schultz to adjourn. Motion carried.

The Watertown Municipal Utilities Department does not discriminate against the handicapped in employment or admission or access to its programs and activities or the provision of services.

Dated at Watertown, South Dakota this 29th day of April, 2013

ATTEST: _____

Lisa Pahl

Dustin J. Padgett

Executive Secretary

President

Municipal Utilities Board

Municipal Utilities Board