

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, June 27th, 2016

The Municipal Utilities Board convened in regular session at the Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, June 27th, 2016 at 12:00 p.m. with President Ernie Wight presiding.

Board members present: Ernie Wight, Mike Luken and John Holley. Board Members Dave Strait and Dustin Padgett absent. Board Liaison, member of City Council, Glen Vilhauer. Staff members present: Steve Lehner, Todd Chambers, Adam Karst, Rich Schmidt, Jeff DeVille, Doug Enstad, Mark Meier, Mark Haider, Kevin Kruiter, Stephanie Ries and Lisa Pahl. Guest Shane Waterman PE, City Hall and Press Don Eggert KXLG radio.

ITEM 6799

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

ITEM 6800

Motion by Holley with second by Luken to approve Minutes of regular meeting on May 31st, 2016. Motion carried.

ITEM 6801

Motion by Luken with second by Holley to approve a 5 year no fee Communications Tower Lease with Lake Area Radio Klub. Motion carried.

ITEM 6802

Motion by Holley with second by Luken to approve Change Order #2 with Reede Construction for City work with AP & Sons on the Highway 81 project. This will be for city sanitary sewer work in the amount of \$28,729.05. Motion carried.

ITEM 6803

This being the time and place set for consideration of bid, the following was presented. Bid for Installation of Hydrants for the Water Department. The bids were opened Thursday, June 23rd, 2016 at 1:30 PM by Municipal Utilities Department Staff as authorized by the Board.

Installation of Hydrants: Three bids were received and upon review and recommendation by Chambers, motion by Luken with second by Holley to award bid to low valid bidder, J & J Earthworks, Milbank, SD for a total of \$34,280.00. Motion carried.

ITEM 6804

Motion by Luken with second by Holley to return checks of unsuccessful bidders. Motion carried.

ITEM 6805

Open: Lehner presented three Bill Stuffers Cookin' on Kampeska, Storm Water and Bramble Park Zoo's Farm Fun Day. DeVille updated the Board on the AWWA Annual Meeting. The conference was well attended with nearly 12,000 attendees. Lots of conversation on how to handle the Flint, MI issues. DeVille sat in on an open forum with the EPA about future regulations on lead and copper pipes. He also attended sessions on personnel issues and main replacements.

ITEM 6806

Chambers presented the Report on Operations and Projects: Electric Department, Projects Completed This Month: Installed transformers at Holy Name and removed existing transformers in the basement, Installed transformer and underground primary at Nascent Technology on West Hwy 212, Advantage RV and Faber Farms building in Pheasant Ridge, Energized three phase transformer and installed meters at 48 unit apartment on East Kemp and 19th St SE, Drilled 22 holes for 4th of July fireworks. Projects in Progress: Terminating wire Efraimson installed in the Iron Range area, Kampeska Blvd and McKinley School area, Installing primary and 2 transformers at new softball complex, Terminating cable and installing transformer and converting customers loads to new underground at Uptown Alley. Gas Department, Projects Completed this Month: Installed the gas service to the new Hobby Lobby site, Installed stopper fitting, new valves, and pipe at 9th Ave NE and Hwy 81 north to complete the main relocation for that road project and repair a broken emergency valve, installed 1550' of new 2" plastic gas main on 10th Ave NE and Installed 960' plastic gas main on 27th NE. Water Department, Projects Completed this Month: five main shut downs, 36 new taps, 1 replacement tap and 2 hydrant maintenance, Loaded the resin in the MIEX and started it up for the summer. Projects in Progress: Road box maintenance on the city street milling areas. Engineering Tech Department, Projects Completed this Month: 455 One-Call locates June 1st - 23rd, 561 One-Call locates total May, 2016, 9 Emergency Locate (6 private contractor & 3 WMU). Next Month: Average 475 One-Call locates in July.

ITEM 6807

Karst presented the report on Administration and Financial Statements: Purchasing, Accounting and Facilities, Projects Completed This Month: Completed spraying all WMU properties for weed control, Removing and replacing subsoil for the new addition is complete and half the footings have been poured, Consultant working on Financial Reserve Study with a planned presentation set for the August 29th board meeting and Consultant working on Water Rate Study with a planned presentation set for the

September 26th board meeting. Customer Service, Projects Completed this Month: 13,848 payments collected for a total of \$3,977,963 total of 52,999 services billed for a total of \$3,541,499. Human Resources/Risk Management, Retirement of Dan Voight, Gas Meter Person, effective 6/20/2016, 33 years of service, New Hire James Rudebusch, Apprentice Lineman, effective 6/13/2016. IT, Working on Cybersecurity preparedness and 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 \$269,000 under budget compared to the budget for the five months ending May 31st, 2016. Total Capital Additions are \$1,281,834 under budget for the five months ending May 31st, 2016.

ITEM 6808

Motion made by Luken with second by Holley to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Municipal Utilities Dept. Net Payroll for June 30th, 2016 Plus ACH Payroll Payments \$473,892.48. Term: C. Forman 28.44 effective 5/24/2016, M. Andrews 28.16 effective 5/23/2016, T. Pahl 23.70 effective 5/23/2016 and new hire J. Rudebusch 25.34 effective 6/13/2016 and summer temp Dion Helgelien 12.00 effective 5/24/2016.

Name	Payable Description	Payment Amount
July 1, 2016		
AASON ENGINEERING CO INC	SERVICES	\$2,031.50
ABC EMBROIDERY	SERVICE	\$33.80
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$100.00
ADVANCE ENGINEERING CORP	SUPPLIES	\$934.14
ADVANCED CONTROL SYSTEMS INC.	PROJ CONTRACT 29920	\$2,436.17
AFLAC	CANCER PT	\$2,083.11
AMERICAN ENGINEERING TESTING INC	ANALYSIS	\$478.50
ANDOR INC	SERVICES	\$91.80
A-OX WELDING SUPPLY INC	SUPPLIES	\$321.00
AP & SONS CONSTRUCTION INC	WATERMAIN REPLACEMENT	\$42,850.50
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$288.14
ARGUS LEADER MEDIA	SUBSCRIPTION RENEWAL	\$228.24
BENDIX IMAGING INC	SUPPLIES	\$325.96
BLACKBURN MFG COMPANY	SUPPLIES	\$2,138.40
BORDER STATES ELECTRIC SUPPLY	SUPPLIES	\$32,888.19
BORNS GROUP	POSTAGE & MAILING	\$8,579.11
BROWN, GINA L	REIMBURSEMENT EXPENSES	\$1,648.22
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$84.82
BURNS, JERRY	REIMBURSEMENT EXPENSES	\$1,000.00
CHAMBERS, TODD	REIMBURSEMENT EXPENSES	\$59.40
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$1,516.99
CHILD SUPPORT PAYMENT CENTER	Child Support - Case # 322244010A	\$1,931.00
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON & BURNS	2015 UNION REVIEWAL	\$285.14
CITY FINANCE OFFICE	CITY OF WATERTOWN	\$1,000.00
CITY OF WATERTOWN	BUILDING PERMIT #16739	\$86.50
CODINGTON COUNTY REGISTER OF DEEDS	COPIES, EASEMENTS	\$68.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$6,306.02
COMPASS MINERALS	BULK SALT	\$4,732.90
COTEAU SHOPPER	PUBLISHINGS	\$144.90
CREDIT COLLECTIONS BUREAU	COLLECTIONS CSF25245/CSF25244	\$236.92
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$155.49
CROCKER'S COLLISION CENTER	SUPPLIES	\$210.00
CUMMINS CENTRAL POWER LLC	SERVICE	\$1,978.62
DAKOTA DATA SHRED	SHREDDING SERVICE	\$63.25
DE NORA WATER TECHNOLOGIES	SUPPLIES	\$4,060.27
DE VILLE, JEFF	REIMBURSEMENT EXPENSES	\$41.58
DESIGN SOLUTIONS & INTEGRATION	SERVICE	\$2,106.70
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$101.83
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$3,585.00
DUININCK INC	GRAVEL, ROCK	\$2,657.98
EFFRAIMSON ELECTRIC INC	UPTOWN ALLEY PROJECT	\$115,123.51
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$235.00

ELEMENT MATERIALS TECHNOLOGY	PIPE WELD QUALIFICATION	\$225.00
ENERGY ECONOMICS INC	METER REPAIR	\$346.58
ERICKSON, AARON	REIMBURSEMENT EXPENSES	\$46.82
ETHANOL PRODUCTS LLC	SUPPLIES	\$1,473.08
F J MC LAUGHLIN CO.	GRAVEL	\$598.19
FARNAMS GENUINE PARTS	SUPPLIES	\$1,355.41
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$1,192.00
FASTENAL COMPANY	SUPPLIES	\$627.63
FIRST DAKOTA TITLE	SERVICE	\$106.50
GAS PRODUCTS SALES, INC	SUPPLIES	\$5,222.91
GCR TIRE CENTER	SUPPLIES	\$240.00
GRAINGER	SUPPLIES	\$197.10
GRAY CONSTRUCTION CO INC	WAREHOUSE ADDITION	\$24,843.60
GREAT WESTERN BANK	TASC MED	\$6,481.09
GROEBNER	SUPPLIES	\$733.63
HAWKINS, INC.	BULK FLOURIDE	\$3,564.75
HD SUPPLY WATERWORKS, LTD	HYDRANTS AS PER BID	\$97,859.08
HIGHWAY 81 WELDING	SUPPLIES	\$32.55
HY-VEE FOODS	SUPPLIES	\$603.05
IBEW LOCAL 426	UNION DUES	\$3,281.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$169.91
J H LARSON COMPANY	SUPPLIES	\$4,039.18
KARST, ADAM	REIMBURSEMENT EXPENSES	\$304.68
KEISER, BRIAN	REIMBURSEMENT EXPENSES	\$2,000.00
KRAEMER, DAN	REIMBURSEMENT EXPENSES	\$274.57
KSN RENTALS	ENERGY INCENTIVE REBATE	\$350.00
LAKE CITY FIRE EQUIPMENT LLC	MAINTENANCE	\$1,708.97
LEHNER, STEVE	REIMBURSEMENT EXPENSES	\$153.90
LOCATORS & SUPPLIES INC	SUPPLIES	\$1,601.23
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$512.00
MAC'S INC	SUPPLIES	\$228.23
MAHOWALD'S HARDWARE & RENTAL	SUPPLIES	\$25.96
MARCO INC	COPIER PRINTS	\$324.35
MARCO TECHNOLOGIES LLC	M-FILES SOFTWARE SUPPORT	\$7,370.00
MC KEEVER INC	SUPPLIES	\$318.69
MC LAUGHLIN, MARK	REIMBURSEMENT EXPENSES	\$1,000.00
MENARDS INC	SUPPLIES	\$921.38
MERTZ FENCING	FENCING	\$10,973.54
MET LIFE	LIFE INSURANCE	\$1,226.91
METERING & TECHNOLOGY SOLUTIONS	WATER METERS AS PER BID	\$17,200.00
MIDCONTINENT COMMUNICATIONS	INTERNET SERVICE	\$105.00
MILBANK COMMUNICATIONS INC	SUPPLIES	\$145.20
MILLERBERND MFG CO	SUPPLIES	\$126.00
MISSOURI RIVER ENERGY SERVICES	REGISTRATION	\$175.00
MUNICIPAL UTILITIES - PC	PETTY CASH	\$881.69
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND #14969-16	\$268.53
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$10,221.26
NMC	SUPPLIES	\$1,312.87
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$519.30
OFF THE CLOCK CHOPHOUSE	ENERGY INCENTIVE REBATE	\$882.00
OFFICE PEEPS	SUPPLIES	\$285.96
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$55.96
PETE LIEN & SONS	SUPPLIES	\$16,137.05
PETERSON, DELORES	REIMBURSEMENT EXPENSES	\$2,000.00
PETERSON, TRAVIS	REIMBURSEMENT EXPENSES	\$773.81
PIPEHORN LOCATING TECHNOLOGY	SUPPLIES	\$284.00
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$138.55
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$851.56
PRINT 'EM NOW INC	SUPPLIES	\$856.00
PRO LINE INC	SUPPLIES	\$327.28
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$212.27
RESCO	SUPPLIES	\$10,398.80
RONKE, SHANE	REIMBURSEMENT EXPENSES	\$142.40
RUDE TRANSPORTATION COMPANY	SHIPPING	\$155.76
RUNNING'S SUPPLY INC	SUPPLIES	\$370.14
SANFORD HEALTH OCCUPATIONAL MEDICINE CLINIC	SCREENINGS	\$282.00
SCHMIDT, RICHARD	REIMBURSEMENT EXPENSES	\$129.60
SD ONE CALL	LOCATES	\$656.25
SDRS SPECIAL PAY PLAN	401a VAC	\$33,463.00
SERVICEMASTER	JANITORIAL SERVICE	\$4,400.00
SHERMAN CANVAS	SUPPLIES	\$40.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$4,364.20
SIOUX VALLEY GREENHOUSES	SPRINKLER SYSTEM MAINTENANCE	\$245.00
STAN HOUSTON EQUIP CO	SUPPLIES	\$950.92
STAR LAUNDRY INC	RUG RENTAL	\$727.08
STUART C IRBY CO	SUPPLIES	\$1,943.90
STURDEVANTS AUTO PARTS	SUPPLIES	\$187.15
TAC SERVICES LLC	LAWN SERVICE	\$1,840.00
TITAN MACHINERY- WTN	SUPPLIES	\$683.30
TODD ARCHITECTS LTD	BUILDING ADDITIONS	\$65,812.80
TRAV'S OUTFITTER	SUPPLIES	\$381.00
TYNDALE COMPANY INC	SUPPLIES	\$193.95

UPS	SUPPLIES	\$84.39
USA BLUE BOOK	SUPPLIES	\$632.38
UTILITIES PLUS ENERGY SERVICES INC	SERVICE	\$805.00
VISION SERVICE PLAN (VSP) (CA)	VISION INSURANCE	\$435.29
WALMART COMMUNITY	SUPPLIES	\$132.64
WATERTOWN CO-OP ELEVATOR ASSN	SUPPLIES	\$302.60
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	ENERGY INCENTIVE REBATE	\$4,816.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$788.28
WATERTOWN UNITED WAY	United Way	\$383.50
WATERTOWN WHOLESALE	SUPPLIES	\$368.89
WEISMANTEL RENT-ALL	RENTAL	\$155.00
WESCO DISTRIBUTION INC	WIRE AS PER BID	\$4,679.00
WHEELCO	SUPPLIES	\$42.72
	Total	\$631,204.30

Total June 2016 631,204.30; Transfer to City's General Fund 99,865, Muni Utilities Electric Water Gas 45,087.04; Northern Natural Gas 2,273.20; Missouri River Energy Services Power 1,428,771.96; BP Canada Energy Marketing Natural Gas 144,387.10; Dept. of Revenue Sales/Excise Tax 141,881.73; CPEP Natural Gas 9,506.23, City Finance Office Garbage Sewer 389,924.57.

ITEM 6809

Pursuant to SDCL 1-25-2(3) Luken moved with second by Holley to move to Executive Session for discussion of contractual matters and pending litigation. The Board does not to expect to take action when they reconvene to regular session. Motion carried.

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

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

The Watertown Municipal Utilities Department 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 27th day of June, 2016

ATTEST: _____

Lisa Pahl
Executive Secretary
Municipal Utilities Board

Ernie Wight
Board President
Municipal Utilities Department