

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Monday, October 30, 2023**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, October 30, 2023, at 12:00 p.m. with President Chris Carter presiding.

Board members present: Chris Carter, Mike Luken, Dan Brenden and Rich Thomas. Board Member Charlie Larkin absent. Board Liaison, member of City Council, Mike Danforth was absent. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, John Lunde, Brian Benson, Mark Meier, Dan LeVasseur, Kevin Kruiter, Gina Brown, Sheila Mennenga, Lisa Pahl and Attorney Vince Foley. Media Roger Whittle of KXLG Radio. Guests Christine DeMaster and Erik Granum from Trilogy Consulting.

**ITEM 7931**

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

**ITEM 7932**

Motion by Luken with second by Brenden to approve the minutes of Regular Board Meeting from September 29, 2023. Motion carried.

**ITEM 7933**

Public Comment - None

**ITEM 7934**

Water Rate Study presentation was given by Christine DeMaster from Trilogy Consulting. DeMaster gave a study background and also the accomplishments since our last study. Also discussed were Key findings from the current study with recommendations.

**ITEM 7935**

Motion by Thomas with second by Luken to authorize General Manager to sign SD Health Pool Insurance renewal for staff employees.

**ITEM 7936**

Old Business: Reminder the Finance Committee Meeting will be held on Wednesday, November 22, 2023, at 7am.

**ITEM 7937**

Magstadt presented the Report on Operations and Projects. Electric: 5 new electric outages for the month for a total of 54 unscheduled outages for 2023, Installed and terminated new three-phase primary wire at the Sentry

Building, WAPA completed upgrading their relays, terminating and energized new primary for East River Under built project. Gas Department: Finishing putting in services, received annual supply of odorant. Water Department: Replaced a fire hydrant and finished 10" main installation on Hwy 20. Engineering Tech: Staking and locating.

**ITEM 7938**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects Completed this Month: Winterized all the lawn irrigation systems. Projects in Progress: working on 2024 budget. Upcoming Projects: Organizing for 2023 physical inventory. Customer Service Projects Completed this Month: 14,989 Payments collected for a total of \$5,601,230 and 56,781 services billed for a total of \$4,657,933. Human Resources/Risk Management: Prepared 2024 Open Enrollment Materials, 2024 overall insurance increase approximately 4%, Recommended no changes to union or staff health insurance plan for 2024, Received the 2023 Gold Loss Control/Safety Achievement Award from Safety Benefits, Had 15 employees and their family members helped pack 585 school food bags for People Against Child Hunger (PACH). Normal monthly IT maintenance and troubleshooting, Reviewing and assessing DSU audit, 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 \$3,697,218 above budget for the nine months ending September 30, 2023. Total Capital Additions are \$8,084,572 below budget for the nine months ending September 30, 2023.

**ITEM 7939**

Motion made by Luken with second by Brenden to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for October 2023 Plus ACH Payroll Payments \$643,453.35. Change: L. Redlin 34.69 effective 9/28/2023.

Name	Payable Description	Payment Amount
NOVEMBER 1, 2023		
ABC EMBROIDERY	SERVICE	\$9.90
ABC LOCK & KEY	SERVICE	\$140.50
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$600.00
ADVANCED ENGINEERING AND ENVIRONMENTAL SERV., LLC	WTP EQUIPMENT REPLACEMENT	\$42,446.85
AFLAC	CANCER PT	\$1,449.67
AMERICAN LEGION	SUPPLIES	\$300.00
AMERICAN WATER WORKS ASSN	MEMBERSHIP DUES	\$2,301.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$84.34
APGA	2024 MEMBERSHIP DUES	\$9,448.24
AQUA-PURE INC	SUPPLIES	\$1,237.50
AUTO VALUE WATERTOWN	SUPPLIES	\$425.97
BORDER STATES ELECTRIC SUPPLY	FAULT INDICATORS	\$19,444.91
BORNS GROUP	POSTAGE & MAILING	\$11,735.20
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$167.65
CASHWAY LUMBER INC	SUPPLIES	\$526.40

CENTURY LINK	PHONE SERVICE	\$313.78
CHARLES LARKIN	REIMBURSEMENT EXPENSE	\$474.90
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$4,301.56
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CHRISTENSEN MANUFACTURING CORP	TRUCK RACK UNIT #13	\$5,013.60
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$59.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$6,262.16
CONNECTING POINT	SERVICE	\$1,997.40
CONTROL EQUIPMENT SALES, INC	SUPPLIES	\$1,854.41
CORE & MAIN LP	20" WATER PIPE AS PER BID	\$262,072.89
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$251.31
DAKOTA DATA SHRED	SHREDDING SERVICE	\$78.21
DAKOTA DIRECTIONAL LLC	UNDERGROUND SERVICE	\$237,939.91
DALSIN INC	ROOF PROJECT	\$246,705.10
DEPARTMENT OF HEALTH	WATER SAMPLES	\$607.00
DITCH WITCH OF SOUTH DAKOTA, INC	SUPPLIES	\$1,236.22
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$3,095.90
DTN, LLC	SUBSCRIPTION	\$546.00
DUININCK INC	GRAVEL, CRUSHED CONCRETE, DIRT	\$3,842.17
DUTTON-LAINSON COMPANY	WATER METERS & 500W ERTS AS PER BID	\$108,300.00
ELEMENT MATERIALS TECHNOLOGY	SERVICE	\$575.00
ENERGY LABORATORIES INC	WATER TESTING	\$801.00
ETHANOL PRODUCTS LLC	BULK CO2	\$1,859.04
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$458.17
FASTENAL COMPANY	SUPPLIES	\$108.40
FEDERAL EXPRESS CORP	SERVICE	\$16.51
FERGUSON ENTERPRISES, LLC	WATER BID ITEMS FOR MELLETTE PROJECT	\$12,458.76
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$146.07
FOLEY AND FOLEY LAW OFFICE, PC	SEPTEMBER LEGAL FEES	\$907.50
FOLEY, VINCE	REIMBURSEMENT EXPENSE	\$263.05
FRANKLIN PRESS INC	FALL GAS FLYER	\$4,123.10
G & R CONTROLS INC.	MAINTENANCE SERVICE	\$3,050.01
GRAINGER	SUPPLIES	\$815.86
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$5,403.93
HY-VEE FOODS	SUPPLIES	\$42.99
IBEW LOCAL 426	UNION DUES	\$4,053.00
J H LARSON COMPANY	SUPPLIES	\$2,723.39
JOE MEDANICH ASPHALT SERVICES	ASPHALT REPAIR SERVICE	\$9,942.88
JUSTICE FIRE & SAFETY	SUPPLIES	\$330.00
JUSTIN'S LAWN & TREE SERVICE	SERVICE	\$1,010.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$904.65
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$151.91
LATC FOUNDATION	CAMPAIGN PLEDGE	\$20,000.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$253.82
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$217.47
LUKEN, MIKE	REIMBURSEMENT EXPENSE	\$91.36
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$122.98
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$38.89
MAC'S HARDWARE	SUPPLIES	\$372.94
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$1,807.22
MATHESON TRI-GAS INC	SUPPLIES	\$226.29
MCKEEVER INC	SUPPLIES	\$70.00
MEIER, MARK	REIMBURSEMENT EXPENSE	\$216.85
MENARDS INC	SUPPLIES	\$694.03
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$60.00
MET LIFE	LIFE INSURANCE	\$1,509.78

METERING & TECHNOLOGY SOLUTIONS	WATER METERS AS PER BID	\$31,394.24
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$183.39
MID-WEST ELECTRIC CONSUMERS ASSN	ANNUAL MEETING	\$385.00
MILBANK WINWATER WORKS	6" WATER METER, SUPPLIES	\$10,814.22
MINSAIT ACS, INC.	SCADA UPGRADE	\$12,352.77
MISSOURI RIVER ENERGY SERVICES	REGISTRATION FEE	\$100.00
MUELLER CO	INSULATED METER VALVES	\$4,723.26
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$151.88
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$853.09
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$7,455.68
MUNICIPAL UTILITIES-TERM LIFE PAY	TERM LIFE	\$1,839.60
NAPA CENTRAL	SUPPLIES	\$644.67
NORTHERN TRUCK EQUIP CORP	SUPPLIES	\$1,206.77
NOVA FIRE PROTECTION INC	SERVICE	\$1,645.00
OFFICE PEEPS	SUPPLIES	\$350.66
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$87.45
PALMER WAHL INSTRUMENTS INC.	SUPPLIES	\$299.59
PAYMENTUS GROUP INC.	SERVICE	\$59.70
PETE LIEN & SONS	BULK LIME	\$22,451.50
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$630.68
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,189.77
PRO LINE INC	SUPPLIES	\$716.94
RELIABANK DAKOTA	FLEX MED	\$7,092.64
RESCO	SUPPLIES	\$1,425.50
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SUPPLIES	\$722.25
RUNNING'S SUPPLY INC	SUPPLIES	\$1,457.44
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SERVICE	\$305.00
SD ONE CALL	LOCATES	\$507.15
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$10,414.31
STAN HOUSTON EQUIP CO	SUPPLIES	\$1,958.99
STAR LAUNDRY	SERVICE	\$634.85
STUART C IRBY CO	PME SWITCHGEAR AS PER BID	\$160,625.00
SUTTON LAWN & SNOW LLC	LAWN CARE	\$1,848.00
TERRY-DURIN CO.	SUPPLIES	\$2,649.08
TITAN MACHINERY- WTN	SUPPLIES	\$599.58
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	\$421.23
TRAV'S OUTFITTER	SAFETY CLOTHING	\$776.00
TREATMENT RESOURCES, INC	VALVES, SUPPLIES	\$4,191.63
TRILOGY CONSULTING, LLC	2023 WATER RATE STUDY	\$1,710.00
TWO WAY SOLUTIONS, INC.	SERVICE	\$598.00
TYNDALE COMPANY INC	SAFETY CLOTHING	\$172.95
US DEPT OF ENERGY WAPA	ANNUAL MAINTENANCE	\$3,000.00
USA BLUEBOOK	SUPPLIES	\$151.78
VERMEER HIGH PLAINS	SUPPLIES	\$575.32
WATERTOWN CONCRETE PRODUCTS	SUPPLIES	\$402.60
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$243.94
WATERTOWN UNITED WAY	United Way	\$263.00
WESCO DISTRIBUTION INC	TRANSFORMERS AS PER BID	\$42,751.00
WW TIRE SERVICE INC	SUPPLIES	\$3,458.00
	TOTAL	<u>\$1,413,297.60</u>

Total October 2023 \$1,413,297.60; Transfer to City's General Fund \$118,125.00, US Bank Bond Int. Payable \$59,875.00, Muni Utilities Electric Water Gas \$66,015.23; Missouri River Energy Services Power \$1,594,172.62; BP Canada Energy Marketing Natural Gas \$31,503.46.; Dept. of Revenue Sales/Excise Tax \$171,060.45; CPEP #3 Natural Gas \$9,052.50, CPEP #4 Natural Gas \$10,827.00, CPEP #5 Natural Gas \$15,221.25, CPEP #3 HEDGE Natural Gas \$24,299.66, Sequent Energy Mgmt. \$90.46. City Finance Office Garbage/Sewer \$627,677.67.

**ITEM 7940**

Motion by Brenden 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 30<sup>th</sup>, day of October 2023.

ATTEST: \_\_\_\_\_

Lisa Pahl  
Board Secretary  
Municipal Utilities Board

Christine Carter  
Board President  
Municipal Utilities Board

