

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, April 28th, 2025

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, April 28th, 2025, at 12:00 p.m. with Board Vice President Dan Brenden presiding.

Board members present: Dan Brenden, Rich Thomas, and Chris Carter. Board Members Mike Luken and Charlie Larkin are absent. Board Liaison, member of City Council, Mike Danforth absent. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, Aaron Erickson, Brian Benson, Mark Meier, Dan LeVasseur, Rod Suttan, Cheryl Mack, Gina Brown, Lisa Pahl and Attorney Vince Foley. Guests: Steve Jurrens KXLG Radio and Roger Whittle, The Watertown Current.

ITEM 8184

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

ITEM 8185

Motion by Carter with second by Thomas to approve minutes of Regular Board Meeting from March 31st, 2025. Motion carried.

ITEM 8186

Public Comment - None

ITEM 8187

Director of Operations Magstadt gave an overview of the 2024 Annual Water System Quality Report. He noted that there were no substances detected in the water that violated regulations set by the EPA or the SD DANR. This report will be posted on the Watertown Municipal Utilities website and pamphlets available to the public at the office.

ITEM 8188

Consideration of Bids for Natural Gas Rate Study: Two proposals were received and upon review and recommendation by Karst with motion by Thomas with second by Carter to award proposal to Kan Houston, St. Pete Beach, FL, for a total of \$19,900 plus travel expenses. Motion carried.

ITEM 8189

Motion by Carter with second by Thomas for the authorization to declare as surplus the following items. Motion carried.

- a) Asset #1034, Natural Gas Leak Detector (Southern Cross)
- b) Asset #920, 2007 GMC Topkick Cab & Chassis (Dump Truck)
- c) Asset #1048, Replacing Well #39 at the Rauville Well Field

ITEM 8190

Open: Lehner presented the bill stuffer - Mosquito Control.

ITEM 8191

Old Business: a) Reminder May Board Meeting to be held Thursday, May 29, 2025, at noon.

ITEM 8192

Magstadt presented the Report on Operations and Projects. Electric Department, Projects Completed this Month: 8 outages for the month and 20 total outages for 2025, installed three-phase primary at AGWRX to replace the old cable & complete loop, removed streetlights for ADA compatible crosswalks. Gas Department, Projects Completed this Month: OQ modules, hands-on testing. Water Department Projects Completed this Month: Maintenance on Well #35 in Rauville, bringing well #39 online. Engineering Tech, Projects Completed this Month: 375 one-call locates for April 1 to April 23, 199 one-call locates for March 2025. Projects in Progress: Staking and locating for upcoming projects.

ITEM 8193

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Spring clean-up on all WMU properties, Eide Bailly 2024 Audit. Upcoming Projects: Spraying herbicide on WMU properties, asphalt and concrete repairs to streets and private properties. Customer Service, Projects Completed this Month: Sent out 1,978 budget bill letters in April, the average budget bill is \$253, an increase of 9% or (\$28) from last year, mailed out 1,906 water letters to our customers that have an unknown water service line, the service line needs to be identified and is a requirement by the EPA, 15,590 Payments collected for a total of \$7,133,752 and 57,258 services billed for a total of \$5,458,829. Human Resources/Risk Management: One summer internship still open for the Water Department, 5 water department employees passed their Class III certification exams, reviewing HB121 -

cannot prohibit an employee from possessing a concealed firearm, Karst thanked the crew that participated in the city's Team Up to Clean Up Event. Information Systems Deploying 2025 budget items, adding security layers to Microsoft 365 environment, finishing up windows 10 end of life upgrades, assessing and mitigating updates and vulnerabilities found via Management software, preparing systems billing software upgrade, normal monthly IT maintenance and troubleshooting along with Website Stats and top 10 webpages visited.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$178,320 above budget for the three months ending March 31st, 2025. Total Capital Additions are \$485,144 under budget for three months ending March 31st, 2025.

ITEM 8194

Motion made by Carter 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 April 2025 Plus ACH Payroll Payments \$685,136.85. Change: U. Araiza 39.90/hr. effective 3/24/2025, T. Ellingson 33.49/hr. effective 3/23/2025.

Name	Payable Description	Payment Amount
May 1, 2025		
3CORD ENTERPRISE	SUPPLIES	\$333.00
ABC EMBROIDERY	SERVICE	\$9.90
ADVANCED ENGINEERING AND ENVIRON. SERVICES, LLC	WTP MASTER PLAN	\$11,611.75
AFLAC	ACCIDENT	\$1,702.31
A-OX WELDING SUPPLY INC	SUPPLIES	\$367.52
APGA	TRAINING EXPENSE	\$3,135.00
APPLICANT PRO	SERVICE	\$236.00
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$569.40
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$5,000.00
AUTO VALUE WATERTOWN	SUPPLIES	\$24.99
BERNIE'S TELEPHONE & TECH	SERVICE	\$142.50
BLACKBURN MFG COMPANY	LOCATE FLAGS	\$3,159.25
BORDER STATES ELECTRIC SUPPLY	ARRESTERS, MISCELLANEOUS ELECTRIC SUPPLIES	\$32,174.18
BORNS GROUP	POSTAGE & MAILING	\$12,171.89
BURCHATZ CONSTRUCTION COMPANY INC	2025 CONCRETE PATCH WORK	\$3,085.72
BUTLER MACHINERY CO	SERVICE - WTP FRONT END LOADER	\$5,080.22
CANNON ELECTRIC, INC.	ENERGY INCENTIVE REBATE	\$770.68
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$12,346.25
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$5,691.36
CORE & MAIN LP	SUPPLIES	\$1,914.76
CORE & MAIN LP	HURCO VALVE EXERCISER & VAC TRAILER	\$83,470.00
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$618.04
DAKOTA DATA SHRED	SHREDDING SERVICE	\$104.62
DAVENPORT, EVANS, HURWITZ & SMITH, L.L.P.	LEGAL FEES -DW3 WELLFIELD	\$3,376.00
DEPARTMENT OF HEALTH	WATER SAMPLES	\$384.00
DGR ENGINEERING	115KV TRANSMISSION LINE REBUILD	\$2,544.50
DSG DAKOTA SUPPLY GROUP	TRANSFORMER AS PER BID	\$45,903.05
DTN, LLC	SUBSCRIPTION	\$579.92
DUTTON-LAINSON COMPANY	WATER METERS & ERTS AS PER BID	\$86,800.00
ELEMENT MATERIALS TECHNOLOGY	WPQ TESTING	\$765.00
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC	SERVICE	\$800.00
ETHANOL PRODUCTS LLC	BULK CO2	\$966.18
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$282.92
FASTENAL COMPANY	SUPPLIES	\$4,187.32
FEDERAL EXPRESS CORP	SERVICE	\$237.45
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$175.51

FLOW CONTROL AUTOMATION INC.	HALOGEN SYSTEMS/WET TAP CHLORINE ANALYZE	\$8,025.00
FOLEY AND FOLEY LAW OFFICE, PC	MARCH LEGAL FEES	\$2,077.50
GANNETT MEDIA CORP	PUBLISHINGS	\$738.66
GRAF SIGN PRO OF WATERTOWN	SUPPLIES	\$1,206.00
GRAINGER	SUPPLIES	\$163.55
GROEBNER	HYD. SQUEEZE TOOL - GAS DEPT.	\$3,577.11
HAWKINS, INC.	AZONE 15	\$19,586.86
HEATH CONSULTANTS INC	SERVICE	\$575.14
HOMETOWN BUILDING CENTER	SUPPLIES	\$32.80
IBEW LOCAL 426	UNION DUES	\$4,305.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$176.20
I-STATE TRUCK CENTER	SUPPLIES	\$208.56
JOHNSON CONTROLS INC	SERVICE	\$1,400.00
JUSTIN'S LAWN & TREE SERVICE	SERVICE	\$2,725.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$340.07
KEY CONTRACTING INC	SERVICE - SUBSTATION	\$1,434.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$156.80
LL & SONS EXCAVATING INC	REPLACE WATERMAIN 33RD ST SW	\$4,923.48
LOCATORS & SUPPLIES INC	SUPPLIES	\$272.00
M&J RENTALS	ENERGY INCENTIVE REBATE	\$2,331.00
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$246.24
MAC'S HARDWARE	SUPPLIES	\$272.20
MAGSTADT, BERT	RIEMBURSEMENT EXPENSE	\$209.30
MATHESON TRI-GAS INC	SUPPLIES	\$174.70
MCKEEVER INC	SUPPLIES	\$185.00
MENARDS INC	SUPPLIES	\$689.19
MET LIFE	LIFE INSURANCE	\$1,595.31
MICHAEL PAUP	ENERGY INCENTIVE REBATE	\$150.00
MIDCONTINENT COMMUNICATIONS	INTERNET, CABLE & PHONE SERVICE	\$1,896.01
MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY PROGRAM	\$11,179.00
MUELLER CO	1" METER VALVES	\$4,494.88
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$508.99
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$3,008.59
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$10,300.24
NAPA CENTRAL	SUPPLIES	\$578.56
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$127.29
OFFICE OF ENERGY ASSISTANCE	REFUND OF CREDIT ON ACCT	\$203.24
OFFICE PEEPS	SUPPLIES	\$691.68
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$34.47
PAYMENTUS GROUP INC.	SERVICE	\$49.75
PETE LIEN & SONS	BULK LIME	\$20,586.22
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$697.50
PRESTIGE PAPER PRODUCTS INC.	SUPPLIES	\$118.55
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,307.14
PRO LINE INC	WTP - SCRUBBER	\$5,475.00
RC FIRST AID	SUPPLIES	\$93.50
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$109.53
RELIABANK DAKOTA	FLEX DC	\$6,133.89
RESCO	TRANSFORMERS AS PER BID	\$125,953.16
REVOLT ELECTRICAL SERVICES INC.	SERVICE - PELICAN SUBSTATION MAINTENANCE	\$25,988.00
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SERVICE	\$605.17
RUNNING'S SUPPLY INC	SUPPLIES	\$50.99
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SERVICE	\$51.00
SD MUNICIPAL LEAGUE	TRAINING EXPENSE	\$50.00
SD ONE CALL	LOCATES	\$214.20
SENSAPHONE	SERVICE	\$299.40
SGS MFG.	SUPPLIES	\$2,900.69
SIOUX RURAL WATER INC	PJNI AND PRAIRIE HAVEN TERRITORY PAYMENTS	\$17,800.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$5,665.92
SIR LINES-A-LOT, LLC	RENTAL	\$3,409.00
STAN HOUSTON EQUIP CO	RENTAL	\$723.15
STAR LAUNDRY	SERVICE	\$556.21
STEIN SIGN DISPLAY	PUBLIC AWARENESS	\$1,100.00
STUART C IRBY CO	CT METERS	\$3,769.67
SUBSURFACE SOLUTIONS	SERVICE	\$360.00
TECH SALES CO	SERVICE	\$1,000.00
TECHNICOLOR SCREEN PRINTING INC.	SUPPLIES	\$213.20
TERMINAL SUPPLY CO.	SUPPLIES	\$116.50
THEIN WELL	SERVICE - WELL #38	\$48,190.27
TITAN MACHINERY- WTN	SUPPLIES	\$148.93
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	\$569.08
TRAV'S OUTFITTER	SAFETY CLOTHING	\$307.99
TWOTREES TECHNOLOGIES	COMPUTER SOFTWARE	\$13,640.45
ULINE INC	SUPPLIES	\$136.51
VAN DIEST SUPPLY COMPANY	PRAMITOL 5PS	\$9,625.00

WALMART	SUPPLIES	\$37.88
WATERTOWN CURRENT LLC	PUBLIC AWARENESS	\$372.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN UNITED WAY	United Way	\$240.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$574.85
WAYTEK INC	SUPPLIES	\$227.10
WESCO DISTRIBUTION INC	WIRE AS PER BID	\$277,544.35
WILSON BOHANNAN COMPANY	SUPPLIES	\$353.20
WINSUPPLY OF WATERTOWN	SUPPLIES	\$236.07
WOODS, FULLER, SHULTZ & SMITH PC	LEGAL FEES	\$260.00
	TOTAL	<u>\$1,008,971.83</u>

Total May 2025 \$1,008,971.83; Transfer to City's General Fund \$124,117.00, Muni Utilities Electric Water Gas \$46,707.64; Missouri River Energy Services Power \$1,693,615.41; BP Canada Energy Marketing Natural Gas \$147,485.42; Dept. of Revenue Sales/Excise Tax \$223,763.44; CPEP #3 Natural Gas \$107,591.47, CPEP #4 Natural Gas \$57,283.27, CPEP #5 Natural Gas \$269,572.59, CPEP #3 Hedge \$12,495.00, CPEP #4 Hedge -\$4,209.00, City Finance Office Garbage/Sewer \$810,532.64.

ITEM 8195

Motion by Carter with second by Thomas 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 28th, day of April, 2025.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Dan Brenden
Board Vice President
Municipal Utilities Department