

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Tuesday, May 31, 2022**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Tuesday, May 31, 2022, at 12:00 p.m. with President Lisa Carrico presiding.

Board members present: Lisa Carrico, Chris Carter, Mike Luken, Dan Brenden and Rich Thomas. Board Liaison, member of City Council, Mike Danforth. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, John Lunde, Brain Benson, Mark Haider, Dan LeVasseur, Mark Meier, Kevin Kruiter, Sheila Mennenga, Gina Brown, Lisa Pahl and Attorney Vince Foley. Media Juli Richter, KXLG Radio.

**ITEM 7703**

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

**ITEM 7704**

Motion by Brenden with second by Thomas to approve minutes of regular Board Meeting on held April 27, 2022. Motion carried.

**ITEM 7705**

Public Comment - None

**ITEM 7706**

Carrico opened a public hearing and Lehner presented information on a proposed lease agreement with Cody Berns. The lease is based on approximately 44 acres for haying land described as Lot 1, Lot 2 and approximately 14 acres of Lot 3 of the Water Improvement Addition. Lessee would pay \$55.00 an acre per year for total of \$3,190.00 per year for a 5 year agreement. No input was received from the public hearing. The hearing was closed. Motion by Brenden and second by Luken to approve this lease and authorize General Manager to sign. Motion carried.

**ITEM 7707**

Open: a)Carter gave an overview of the MRES Annual Meeting that she attended on May 11. Colin Hanson, Chair of the Board of Directors of the American Public Power Association spoke on the history of Public Power. Tom Heller, President & CEO of Missouri River Energy Services did a Focus Feature on MRES, and Erick Rheam gave a Team building speech on non-verbal communication. b)Lehner invited the Board to the annual Safety Picnic on Tuesday, June 7<sup>th</sup> from 11:30 am to 1:30 pm.

**ITEM 7708**

Old Business: Lehner notified the Board that the date has been set for the Strategic Planning Meeting with Marcy Douglas of Missouri River Energy Services. It will take place at the Watertown Municipal Utilities Board Room on September 27, 2022, from 7:30 am -11:30 am.

**ITEM 7709**

Magstadt presented the Report on Operations and Projects. Magstadt thanked Karst and Electric Foreman Schafer for their extra work during the storm along with the Electric Department and all others involved. Projects completed this Month: 10 outages in May for a total of 31 outages in 2022. Gas, Projects Completed this Month: Drilled and stopped a 10 inch gas main for 212 Highway project, Contractor replaced 1,100' of 3" main for Airport Terminal. Water, Projects Completed this Month: 1 water main break for a total of 7 for the 2021-2022 season, Inspection of contractors. Engineering, Projects in Progress: Locating and staking for Highway 212, Harmony Hill, 3<sup>rd</sup> Ave NW and Kampeska Dunes. Magstadt gave an update of the May 12<sup>th</sup> storm. Replaced 8 transmission poles, 19 distribution poles, and 13 transformers. Had approximately 250 customers without electric service with most having power restored within 3 hours.

**ITEM 7710**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Working on damage assessment totals from the May 12<sup>th</sup> storm. Customer Service: 14,524 payments collected for a total of \$5,316,549 and 55,394 services billed for a total of \$4,623,646. Human Resources/Risk Management: Prepared payroll information for 5/12/2022 storm/FEMA event, attended 2022 SoDak SHRM State Conference in Watertown and also Sheila Mennenga Co-chaired the event. Information Systems: Succession training and handoff, 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 \$126,667 over budget for the four months ending April 30<sup>th</sup>, 2022. Total Capital Additions are \$286,895 over budget for the four months ending April 30<sup>th</sup>,2022.

**ITEM 7711**

Motion made by Luken 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 May 2022 Plus ACH Payroll Payments \$657,125.50. Change: U. Araiza 32.96/hr. effective 5/1/2022, C. Brenden 28.65/hr. effective 5/3/2022, N. Frost 32.96/hr. effective 5/8/2022, S. Koehn 45.51/hr. effective 5/15/2022, C. Mohrmann 25.63/hr. effective 5/17/2022, Summer Temps New: B. Maag 16.00/hr. effective 5/16/2022, A. Rudd 16.00/hr. effective 5/16/2022, H.

Tweten 14.00/hr. effective 5/16/2022, Rehire: W. Sime 14.00/hr. effective 5/9/2022.

Name	Payable Description	Payment Amount
JUNE 1,2022		
ABC EMBROIDERY	SERVICE	\$19.80
ADVANCE AUTO PARTS PROFESSIONAL	SUPPLIES	\$180.34
ADV. ENGINEERING AND ENVIR. SERVICES, LLC	I&C SYSTEM SERVICES	\$6,645.79
AFLAC	CANCER PT	\$1,730.12
A-OX WELDING SUPPLY INC	SUPPLIES	\$742.08
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$4,300.00
ARAIZA, URIEL	REIMBURSEMENT EXPENSE	\$1,850.00
AUSTIN, STRAIT, BENSON, THOLE AND KOEHN, LLP	APRIL LEGAL FEES	\$40.00
AUTO VALUE WATERTOWN	SUPPLIES	\$385.35
BENSON, BRIAN	REIMBURSEMENT EXPENSE	\$287.97
BORDER STATES ELECTRIC SUPPLY	METERS	\$15,540.80
BORNS GROUP	POSTAGE & MAILING	\$9,950.39
BRENDEN, COLE	REIMBURSEMENT EXPENSE	\$100.00
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$140.57
CARTER, CHRISTINE	REIMBURSEMENT EXPENSE	\$126.36
CASHWAY LUMBER INC	SUPPLIES	\$305.00
CENTURY LINK	PHONE SERVICE	\$313.21
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$1,390.77
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$38.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$5,761.28
CONNECTING POINT	SOFTWARE MAINTENANCE	\$719.00
CORE & MAIN LP	SUPPLIES	\$6,394.40
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$50.13
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$1,016.32
DAKOTA DATA SHRED	SHREDDING SERVICE	\$73.44
DEPARTMENT OF HEALTH	WATER SAMPLES	\$412.00
DISCOUNT SEEDS, INC.	SUPPLIES	\$550.00
DSG DAKOTA SUPPLY GROUP	METER CANS	\$8,652.25
DTN, LLC	SUBSCRIPTION	\$541.00
DUININCK INC	GRAVEL, ROCK & CRUSHED CONCRETE	\$9,249.79
ELEMENT MATERIALS TECHNOLOGY	WELDER QUALIFICATION	\$475.00
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$619.37
ETHANOL PRODUCTS LLC	BULK CO2	\$817.20
FARNAMS GENUINE PARTS	SUPPLIES	\$165.53
FASTENAL COMPANY	SUPPLIES	\$255.42
FEDERAL EXPRESS CORP	SERVICE	\$79.25
FERGUSON ENTERPRISES, LLC	WATER FITTINGS AS PER BID	\$33,783.55
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$421.43
FLOORS & MORE	SUPPLIES	\$185.00
FOLEY AND FOLEY LAW OFFICE, PC	APRIL LEGAL FEES	\$907.50
FRONTIER PRECISION INC	SUPPLIES	\$255.16
GAS PRODUCTS SALES, INC	ERTS	\$28,125.20
GROEBNER	METER LOOPS	\$7,844.11
HACH COMPANY	SUPPLIES	\$1,755.04
HAWKINS, INC.	SUPPLIES	\$50.00
HEIMAN FIRE EQUIPMENT, INC	SUPPLIES	\$2,053.20
IBEW LOCAL 426	UNION DUES	\$3,351.00

INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$1,577.70
ITRON INC	HARDWARE/SOFTWARE MAINTENANCE	\$10,617.21
J H LARSON COMPANY	METER CANS	\$9,081.23
JONNES, ALEX	REIMBURSEMENT EXPENSE	\$122.00
JUSTICE FIRE & SAFETY	SERVICE, SUPPLIES	\$2,943.25
KARST, ADAM	REIMBURSEMENT EXPENSE	\$314.76
KOEHN, STEVEN	REIMBURSEMENT EXPENSE	\$122.00
KOONS GAS MEASUREMENT	SUPPLIES	\$57.53
LAKE AREA DOOR	SERVICE	\$510.21
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$205.47
LOCATORS & SUPPLIES INC	SUPPLIES	\$990.79
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$1,778.08
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$1,431.33
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$59.00
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$67.28
MAC'S HARDWARE	SUPPLIES	\$163.61
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$1,594.36
MARCO	COPIER LEASE	\$766.14
MATHESON TRI-GAS INC	SUPPLIES	\$211.10
MENARDS INC	SUPPLIES	\$548.94
MET LIFE	LIFE INSURANCE	\$1,315.03
METERING & TECHNOLOGY SOLUTIONS	SUPPLIES	\$963.00
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$245.86
MILBANK WINWATER WORKS	WATER PIPE AS PER BID	\$171,043.79
MINNESOTA MUNICIPAL UTILITIES ASSN	TRAINING EXPENSE	\$1,950.00
MISSOURI RIVER ENERGY SERVICES	SERVICE	\$1,424.35
MUELLER CO	SUPPLIES	\$4,614.72
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$926.78
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$304.65
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$6,807.11
NORTHWEST PIPE FITTINGS INC	VALVE BOXES	\$7,835.44
OFFICE PEEPS	SUPPLIES	\$944.62
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$166.60
PETE LIEN & SONS	BULK LIME	\$22,751.13
PETERSON, DELORES	REIMBURSEMENT EXPENSE	\$1,750.00
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$409.70
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,203.75
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$42.50
RELIABANK DAKOTA	FLEX MED	\$7,614.13
RESCO	SUPPLIES	\$2,842.56
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SUPPLIES	\$146.07
RUDEBUSCH, JAMES	REIMBURSEMENT EXPENSE	\$162.76
RUNNING'S SUPPLY INC	SUPPLIES	\$1,077.12
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SCREENS	\$471.00
SCHAFFER, TRENT	REIMBURSEMENT EXPENSE	\$54.72
SD GOVERNMENTAL HUMAN RESOURCE ASSOC.	REGISTRATION	\$50.00
SD ONE CALL	LOCATES	\$424.20
SD PUBLIC UTILITIES COMMISSION	PIPELINE SAFETY ASSESSMENT	\$3,229.34
SEIM, ANGELA	REIMBURSEMENT EXPENSE	\$1,750.00
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SETTJE, JOEY	REIMBURSEMENT EXPENSE	\$2,747.05
SIoux VALLEY CO-OP	FUEL, SUPPLIES	\$9,518.61

SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$157.64
STAN HOUSTON EQUIP CO	SUPPLIES	\$286.90
STAR LAUNDRY INC	SERVICE	\$580.53
SUNNE, DAN	REIMBURSEMENT EXPENSE	\$122.00
TERRY-DURIN CO.	INNERDUCT	\$5,930.00
TITAN MACHINERY- WTN	SERVICE UNIT 29	\$3,844.75
TITAN MACHINERY-SF	SUPPLIES	\$26.43
TRAV'S OUTFITTER	SAFETY CLOTHING	\$295.00
UPS	SERVICE	\$20.77
USA BLUEBOOK	PUMPS	\$6,405.53
VESSCO INC	WATER TREATMENT EQUIPMENT	\$5,955.00
WALMART	SUPPLIES	\$126.63
WARD, MARK	REIMBURSEMENT EXPENSE	\$112.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	SERVICE	\$851.27
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$653.19
WATERTOWN UNITED WAY	United Way	\$390.00
WESCO DISTRIBUTION INC	WIRE AS PER BID	\$265,910.30
ZEP SALES AND SERVICE	SUPPLIES	\$241.43
	TOTAL	\$752,217.07

Total April \$752,217.07; Transfer to City's General Fund \$114,675.00, Muni Utilities Electric Water Gas \$49,904.99; Missouri River Energy Services Power \$1,494,648.09; BP Canada Energy Marketing Natural Gas \$75,637.80; Dept. of Revenue Sales/Excise Tax \$207,752.29; CPEP #3 Natural Gas \$68,428.50, CPEP #4 Natural Gas \$83,768.25, Sequent Energy Mgmt. Natural Gas \$541,403.77, City Finance Office Garbage/Sewer \$518,670.55.

### ITEM 7712

Pursuant to SDCL 1-25-2(3), (4), (5) Luken moved with second by Carter to move to Executive Session for discussion of contract negotiations and consult with legal counsel. The Board does not expect to take-action when they reconvene to regular session. Motion carried.

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

Motion by Carter with second by Brenden 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 31<sup>st</sup>, day of May 2022.

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

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Lisa Pahl  
Board Secretary  
Municipal Utilities Board

Lisa Carrico  
Board President  
Municipal Utilities Department