

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Thursday, May 29<sup>th</sup>, 2025**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Thursday, May 29<sup>th</sup>, 2025, at 12:00 p.m. with Board President Mike Luken presiding.

Board members present: Mike Luken, Dan Brenden, Rich Thomas, Charlie Larkin joined at 12:41 pm, and Chris Carter. Board Liaison, member of City Council, Mike Danforth, absent. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, Brian Benson, Mark Meier, Dan LeVasseur, Rod Suttan, Cheryl Mack, Gina Brown, Lisa Pahl and Attorney Vince Foley. Guest: Roger Whittle, The Watertown Current.

**ITEM 8196**

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

**ITEM 8197**

Motion by Brenden with second by Carter to approve minutes of Regular Board Meeting from April 28<sup>th</sup>, 2025. Motion carried.

**ITEM 8198**

Public Comment - None

**ITEM 8199**

Motion by Brenden with second by Thomas for the authorization to declare as surplus the following item. Motion carried.

a) Asset #1047, Pumping equipment for Rauville Well #39

**ITEM 8200**

Motion by Brenden with second by Carter to authorize the General Manager to sign task order No. 5 with DGR Engineering for East Substation Breaker Replacement. Motion carried.

**ITEM 8201**

This being the time and place set for consideration of bids, the following was presented. Bids for Commercial Street Light Poles and Residential Street

Light Poles. These bids were opened Thursday, May 22, 2025, at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

Residential Street Light Poles: Five bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Brenden to reject all bids due to an error in the specifications.

Commercial Street Light Poles: Five bids were received and upon review and recommendation by Magstadt, motion by Thomas with second by Brenden to award bid to low valid bidder, WESCO, Sioux City, IA, in the amount of \$57,150.00. Motion carried.

#### **ITEM 8202**

Open: a) Lehner invited the Board to the Safety Picnic Tuesday, June 3, from 11:30 am - 1:00 pm. b) Lehner and Karst attended the MRES Annual Meeting this month and Karst gave an update. Karst said it was MRES's 60<sup>th</sup> Annual Meeting. The MRES President and CEO, Matt Schull talked about the Marshall, MN solar project, Watertown Power Plant, and upcoming projects. Samantha McDonald of Kanner & Associates talked about Trumps executive orders on programs such as FEMA and Energy Assistant programs, there has been talk about giving States more control on those programs. Dennis Pidherny, Managing Director of Fitch Ratings spoke about the financial outlook and the data center growth. Jim Horan, Mid-West Electric and Col. Robert Newbauer from the US Arm Corps of Engineers talked about the Corps' infrastructure and WAPA. Several people presented on this years "Light Up Navajo VI", where volunteers go to the Navajo nation, where they connect homes to electricity. The Keynote Speaker was Mark Mayfield, discussed how to build teamwork.

#### **ITEM 8203**

Lehner presented to the Board WMU's Personnel Policy updates due to the HB 1218 bill that will go into effect July 1<sup>st</sup>. The Board Members are asked to look this over and bring any comments or suggestions to next month's Board Meeting, where they will be asked to approve the changes.

#### **ITEM 8204**

Magstadt presented the Report on Operations and Projects. Electric Department, Projects Completed this Month: 8 outages for the month and 28 total unscheduled outages for 2025, APPA awarded WMU's electric department with a Certificate of Excellence and Reliability. APPA created the eReliability Tracer Annual Report to assist utilities in their efforts to understand and analyze their electric systems. Gas Department, Projects Completed this Month: Replaced 56M meter at GLE, installed vibration

dampener at GLE, installed anodes and inspected NNG 8" pipe. Water Department Projects Completed this Month: Kade Rumpza passed his class I distribution certification, Projects in Progress: Lead service line customer follow ups. Engineering Tech, Projects Completed this Month: 365 one-call locates for May 1 to May 20, 561 one-call locates for April 2025. Lehner wanted to make the Board aware that we are conducting a Natural Gas Survey. A survey that is required every five years by the Department of Transportation.

### **ITEM 8205**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects Completed this Month: Completed 30' addition to concrete transformer pad in yard. Projects in Progress: Eide Bailly 2024 Audit, Asphalt and concrete repairs to streets and private properties. Customer Service, Projects Completed this Month: Working on data cleanup in NorthStar and continuing Tyler training, working on our current future state analysis for the ERP Pro 10 utility billing, 15,368 Payments collected for a total of \$5,968,832 and 57,290 services billed for a total of \$5,054,189. Human Resources/Risk Management: Began onboarding summer temps, new hire Zeke Hilmoie, Utility System Engineer, effective Monday, June 16, HB 1218 - draft policy changes created with feedback obtained from department heads. Information Systems Deploying new servers, applying additional security controls - (CIS) controls projects, preparing systems for 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 was presented to the Board for review. Year to date net income is \$2,244.00 above budget for the four months ending April 30<sup>th</sup>, 2025. Total Capital Additions are \$169,088.00 under budget for Four months ending April 30<sup>th</sup>, 2025.

### **ITEM 8206**

Motion made by Carter 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 May 2025 Plus ACH Payroll Payments \$708,205.58. NEW Summer Temps: W. Sime, 19.00/hr. effective 5/12/2025, J. Eidson 19.25/hr. effective 5/12/2025, P. Everson 19.25/hr. effective 5/12/2025.

Name	Payable Description	Payment Amount
JUNE 2, 2025		
3D SERVICES LLC	SERVICE	\$972.50
ABC EMBROIDERY	SERVICE	\$34.65

ADVANCED ENG. AND ENVIRONMENTAL SER., LLC	WTP MASTER PLAN	\$20,411.50
AFLAC	ACCIDENT	\$1,702.31
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$3,762.50
AUTO VALUE WATERTOWN	SUPPLIES	\$1,096.44
AUTOMATIC BUILDING CONTROLS	SERVICE	\$622.45
BASCOM-TURNER INSTRUMENTS INC.	SERVICE	\$343.55
BENDIX IMAGING INC	SUPPLIES	\$1,770.97
BLUE OTTER SOLUTIONS, LLC	SURVEY SERVICES	\$5,696.51
BORDER STATES ELECTRIC SUPPLY	30' ST LIGHT POLES AS PER BID	\$220,011.33
BORNS GROUP	POSTAGE & MAILING	\$14,835.60
BURCHATZ CONSTRUCTION COMPANY INC	CONCRETE SLAB, SERVICES	\$18,137.79
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,766.13
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$5,280.40
COMMERCIAL CLEANING SERVICES INC.	MARCH & APRIL JANITORIAL SERVICE	\$7,950.00
CONTROL EQUIPMENT SALES, INC	SERVICE - HONEYWELL EC350 CORR.	\$4,790.93
CORE & MAIN LP	VALVE BOX ADAPTORS, TAPPING SLEEV.	\$7,137.27
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$324.50
DAKOTA BODIES LLC	SUPPLIES	\$2,010.00
DAKOTA DATA SHRED	SHREDDING SERVICE	\$94.51
DAKOTA DIRECTIONAL LLC	MULTIPLE ELECTRIC PROJECTS	\$153,486.00
DAKOTA RIGGERS & TOOL	SUPPLIES, SERVICE	\$1,060.66
DAKOTA TUBE INC	ENERGY INCENTIVE REBATE	\$1,251.80
DEPARTMENT OF HEALTH	WATER SAMPLES	\$637.00
DITCH WITCH OF SOUTH DAKOTA, INC	SUPPLIES	\$2,478.29
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$641.39
DTN, LLC	SUBSCRIPTION	\$579.92
DUININCK INC	DIRT, GRAVEL, CRUSHED CONCRETE	\$8,689.07
DUTTON-LAINSON COMPANY	WATER METERS & ERTS AS PER BID	\$24,914.70
DYNAMIC ENGINEERING	SUPPLIES	\$501.50
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$115.00
EMERGENT SAFETY SUPPLY	SUPPLIES	\$2,245.27
ENERGY ECONOMICS INC	GAS METER	\$4,600.00
ENERGY LABORATORIES INC	WATER TESTING FEES	\$3,167.00
ERICKSON, AARON	REIMBURSEMENT EXPENSE	\$357.40
ETHANOL PRODUCTS LLC	BULK CO2	\$1,726.86
EXHAUST PROS	SUPPLIES	\$184.69
FEDERAL EXPRESS CORP	SERVICE	\$89.44
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$175.51
FOLEY AND FOLEY LAW OFFICE, PC	APRIL LEGAL FEES	\$547.50
GANNETT MEDIA CORP	PUBLISHINGS	\$265.27
GLASS PRODUCTS INC	SERVICE - WATER TREATMENT PLANT	\$14,199.50
GRAINGER	SUPPLIES	\$115.88
GROEBNER	SUPPLIES	\$1,614.10
HAWKINS, INC.	AZONE 15	\$21,508.60
IBEW LOCAL 426	UNION DUES	\$4,479.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$119.67
ITRON INC	HARDWARE/SOFTWARE MAINTENANCE	\$13,516.76
J H LARSON COMPANY	SUPPLIES	\$4,662.73
JOE MEDANICH ASPHALT SERVICES	ASPHALT SERVICES	\$12,721.45
JORGENSEN & OLSON ASPHALT MAINTENANCE, LLC	ASPHALT SERVICES	\$14,219.70
JUSTIN'S LAWN & TREE SERVICE	SERVICE	\$2,340.00
KAN HUSTON ASSOCIATES LLC	GAS RATE STUDY PROGRESS BILL	\$9,950.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$380.66
LAKE AREA DOOR	SUPPLIES, SERVICE	\$472.96

LAMB MOTOR CO.	2025 FORD EXPEDITION	\$58,805.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$268.80
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$28.00
LYLE SIGNS INC	SUPPLIES	\$1,293.35
M E BARBER CO INC	SUPPLIES	\$384.96
MACK, CHERYL	REIMBURSEMENT EXPENSE	\$202.22
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$2,068.75
MAC'S HARDWARE	SUPPLIES	\$474.90
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$2,834.40
MARCO TECHNOLOGIES LLC	MFILES CONTRACT	\$11,854.20
MATHESON TRI-GAS INC	SUPPLIES	\$169.45
MCKEEVER INC	SUPPLIES	\$367.17
MENARDS INC	SUPPLIES	\$2,019.41
MET LIFE	LIFE INSURANCE	\$1,595.31
MIDCONTINENT COMMUNICATIONS	INTERNET, CABLE & PHONE SERVICE	\$1,896.01
MILBANK WINWATER WORKS	SUPPLIES	\$4,393.23
MISSOURI RIVER ENERGY SERVICES	MOTOR BEARING SURVEY	\$1,169.00
MITCHELL REPAIR INFORMATION COMPANY, LLC	2025 SUBSCRIPTION	\$3,060.00
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$811.01
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$2,490.33
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$8,767.03
NAPA CENTRAL	SUPPLIES	\$1,205.28
OFFICE PEEPS	SUPPLIES	\$639.65
PAYMENTUS GROUP INC.	SERVICE	\$39.80
PETE LIEN & SONS	BULK LIME	\$45,113.13
POMP'S TIRE SERVICE, INC.	SERVICE	\$279.71
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,307.14
PRO LINE INC	SUPPLIES	\$115.00
RELIABANK DAKOTA	FLEX DC	\$6,133.89
RESCO	TRANSFORMERS AS PER BID	\$305,175.40
RISING STAR HYDRAULICS	SUPPLIES	\$1,773.68
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SUPPLIES	\$481.84
RUNNING'S SUPPLY INC	SUPPLIES	\$1,246.87
SCOTT ENGINEERING CO	SERVICE - RAUVILLE SPILLWAY PROJECT	\$1,600.00
SD ONE CALL	LOCATES	\$607.95
SD PUBLIC UTILITIES COMMISSION	PIPELINE SAFETY ASSESSMENT	\$6,053.73
SENSIT TECHNOLOGIES LLC	SERVICE	\$1,465.07
SHERWIN WILLIAMS CO	SUPPLIES	\$30.45
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$7,197.01
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$84.90
STAN HOUSTON EQUIP CO	SUPPLIES	\$610.30
STAR LAUNDRY	SERVICE	\$553.36
STUART C IRBY CO	TRANSFORMERS	\$146,250.00
SUTTEN, RODNEY N	REIMBURSEMENT EXPENSE	\$151.20
TEREX USA, LLC	SERVICE - UNIT 24	\$7,406.13
TERMINAL SUPPLY CO.	SUPPLIES	\$41.93
TERRY-DURIN CO.	SUPPLIES	\$4,935.94
TITAN MACHINERY - WTN	SERVICE	\$2,410.53
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	\$508.09
TRAV'S OUTFITTER	SAFETY CLOTHING	\$809.94
TWO WAY SOLUTIONS, INC.	SUPPLIES	\$1,567.90
TWOTREES TECHNOLOGIES	2025 SERVER REFRESH	\$43,529.39
TYLER TECHNOLOGIES	NEW BILLING SOFTWARE	\$107,677.00
USA BLUEBOOK	SUPPLIES	\$946.37

VERMEER HIGH PLAINS	PLOW BLADE	\$2,586.36
WATERTOWN AREA CHAMBER OF COMMERCE	SUPPLIES	\$1,000.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	SUPPLIES - UNIT 26	\$2,148.25
WATERTOWN UNITED WAY	United Way	\$240.00
WAYTEK INC	SUPPLIES	\$559.09
WESCO DISTRIBUTION INC	BASEMENTS	\$44,818.86
WINSUPPLY OF WATERTOWN	SUPPLIES	\$413.45
WW TIRE SERVICE INC	SUPPLIES	\$2,954.95
	TOTAL	\$1,495,979.19

Total June 2025 \$1,495,979.19; Transfer to City's General Fund \$124,117.00, Muni Utilities Electric Water Gas \$45,106.98; Missouri River Energy Services Power \$1,568,972.03; BP Canada Energy Marketing Natural Gas \$96,896.25; Dept. of Revenue Sales/Excise Tax \$202,277.33; CPEP #3 Natural Gas \$39,726.75, CPEP #4 Natural Gas \$54,305.25, CPEP #5 Natural Gas \$125,782.80, CPEP #3 Hedge \$11,874.55, CPEP #4 Hedge \$4,654.65, City Finance Office Garbage/Sewer \$839,614.13.

### **ITEM 8207**

Pursuant to SDCL 1-25-2(3) Brenden moved with second by Larkin to move to Executive Session. The Board does not expect to take-action when they reconvene to the regular session. Motion carried.

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

Motion by Larkin 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 29<sup>th</sup>, day of May, 2025.

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

Lisa Pahl  
Board Secretary  
Municipal Utilities Board

Mike Luken  
Board President  
Municipal Utilities Department