

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, June 29th, 2020

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, June 29th, 2020 at 12:00 p.m. with President Greg Solum presiding.

Board members present: Greg Solum and Chris Carter. Board Members Lisa Carrico and Mike Luken via teleconference. Board Member Dan Brenden absent. Board Liaison, member of City Council, Glen Vilhauer via teleconference. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Mark Haider, Mark Meier, Lisa Pahl and Attorney Vince Foley. Staff members via teleconference Jeff DeVille, Doug Enstad, Kevin Kruiter, Sheila Mennenga and Gina Brown. Guests via teleconference Mayor Sara Caron and media Dan Crisler from the Watertown Public Opinion.

ITEM 7368

Motion by Carter with second by Luken to approve the Agenda. Motion carried unanimously upon roll call vote.

ITEM 7369

Motion by Carter with second by Carrico to approve minutes of regular Board Meeting on May 28th, 2020. Motion carried unanimously upon roll call vote.

ITEM 7370

Public Comment - None.

ITEM 7371

Motion by Luken with second by Carter to approve General Manager to sign Professional Service Agreement with DGR for 115 KV Bypass. Motion carried unanimously upon roll call vote.

ITEM 7372

Motion by Carter with second by Carrico to Declare as Surplus at Nelson Park Substation a) 3750 KVA Transformer Serial# C-022373 b) Metal Control House Building with Circuit Breakers. Motion carried unanimously upon roll call vote.

ITEM 7373

Motion by Luken with second by Carter to Declare as Surplus at Uptown Substation a) 2500 KVA Transformer Serial# E-691152 b) Building, Switchgear and Relays. Motion carried unanimously upon roll call vote.

ITEM 7374

Open: a) Lehner presented the double-sided bill stuffer - Cookin' on Kapeska on July 17-18 and Preventing Storm Water Pollution. b) Lehner also updated the Board on the Midwest Electric Consumer Association's summer virtual meeting. Jim Horan is the new executive director of MECA, Mike Ferguson is the new General Manager at Western States. They have several vacancies because of retirements. Some talks at the Annual Meeting were made by WAPA, the Bureau of Reclamation and Corp of Engineers. c) Karst addressed the Board and gave them an update on refinancing the 11.2 million SRF Drinking Water Loan. Closing date is set for July 22nd. The water revenue refunding Bonds will carry an all-inclusive rate of 1.62% vs. the original rate of 3.25% saving about \$90,000 a month or \$700,000 over the term of the loan. d) The Board was invited to the Safety Picnic which will be held July 7th.

ITEM 7375

Magstadt presented the Report on Operations and Projects, Electric, Projects Completed this Month: 8 outages for the month and 39 for the year, de-energized the Nelson Park Sub Transformer. Gas, Projects in Progress: Releasing NBPL capacity to Concord Energy from July 1st - Oct. 31st, 2020 for 17,000 Dth/day. Water, Projects Completed this Month: Side #1 upflow structural repairs are being made by the plant maintenance crew. Engineering Tech Department: 15th Ave substation staking for site grading. Northern Border Tap: Contractor performed welding tests - waiting for results.

ITEM 7376

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Safety Benefits completed property inspection for insurance coverage, Striping parking spots in the parking lot was completed. Upcoming Projects: Installing a new sign in front of the main office. Customer Service, Projects Completed this Month: 71 payments collected at the front counter since the office reopened 5/19/2020, Shut off late fees would have been \$16,139, Delinquent Service Fee would have billed \$19,670. Human Resources/Risk Management: Prepared supplemental paperwork for annual property and liability insurance renewal, Retirement: Lee Sutton, Water Distribution, effective 6/20/2020. He has been with WMU for 34 years. IT: 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 \$613,878 above budget for the five months ending May 31st, 2020. Total Capital Additions are \$823,143 under budget for the five months ending May 31st, 2020.

ITEM 7377

Motion made by Carter with second by Luken to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for June 2020 Plus ACH Payroll Payments \$556,597.52. Summer Temp Rehire: C. Jacobson 14.50/hr. effective 5/26/2020, Summer Temp New: A. Oakes 12.00/hr. effective 5/26/2020, Term: Lee Sutton effective 6/20/2020.

Name	Payable Description	Payment Amount
July 1, 2020		
ABC EMBROIDERY	SERVICE	\$63.45
ABC LOCK & KEY	SERVICE	\$90.00
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$100.00
AFLAC	CANCER PT	\$1,962.52
AGWRX COOPERATIVE - PELICAN	SUPPLIES	\$266.25
ALLIED ELECTRONICS INC	SUPPLIES	\$498.45
AMARIL UNIFORM COMPANY	SAFETY CLOTHING	\$221.38
A-OX WELDING SUPPLY INC	SUPPLIES	\$466.27
AP & SONS CONSTRUCTION INC	2020 MAIN REPLACEMENT	\$125,306.45
ARROW EDUCATION FOUNDATION OFFICE	DONATION	\$1,000.00
AUTO BODY SPECIALTIES	SUPPLIES	\$92.50
AUTO VALUE PARTS STORE	SUPPLIES	\$100.00
BENCHMARK FOAM INC	SIGN	\$1,846.00
BENCHMARK FOAM INC	SIGN	\$1,846.00
BENCO EQUIPMENT	SERVICE	\$145.00
BENDIX IMAGING INC	SUPPLIES	\$130.98
BERNIE'S TELEPHONE & TECH	SERVICE	\$295.00
BORDER STATES ELECTRIC SUPPLY	SUPPLIES	\$14,828.11
BORNS GROUP	POSTAGE & MAILING	\$8,571.95
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$112.42
CARTNEY BEARING & SUPPLY	SUPPLIES	\$38.16
CASHWAY LUMBER INC	SUPPLIES	\$281.75
CENTURY LINK	PHONE SERVICE	\$382.69
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$1,546.78
CHEMCO SYSTEMS, LP	SUPPLIES	\$1,552.24
CHICAGO TUBE & IRON	SUPPLIES	\$3,120.98
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CHURCHILL, MANOLIS, FREEMAN, KLUDT & BURNS	LEGAL FEES	\$109.10
CITY OF WATERTOWN	MISCELLANEOUS FEES	\$187.96
CIVIL DESIGN INC	SERVICES	\$2,320.00
CLAUSEN & SONS CONSTRUCTION LLC	15TH AVE DIRT WORK	\$8,673.49
CMG CONSULTING LLC	SERVICES FOR AMI PROJECT	\$14,750.00
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$30.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$6,516.96
CONNECTING POINT	SOFTWARE MAINTENANCE	\$1,338.80
CONSULTING ENGINEERS GROUP INC	ELECTRIC LOAD ANALYSIS AGREEMENT	\$5,672.50
CORE & MAIN LP	HYDRANTS AS PER BID 2020	\$89,120.32
CREATIVE REWARDS	SUPPLIES	\$220.00
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$476.74
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$3,113.71
DAKOTA DATA SHRED	SHREDDING SERVICE	\$68.45
DAKOTA DIRECTIONAL LLC	INSTALLATION OF WIRE PER BID	\$109,271.00
DAKOTA UNDERGROUND CONSTRUCTION LLC	INSTALLATION OF UNDERGROUND	\$27,949.00
DANIELLE SCHONEBAUM	REFUND OF CREDIT ON ACCOUNT	\$579.96
DEPARTMENT OF HEALTH	WATER SAMPLES	\$636.00
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$172.17
DSG DAKOTA SUPPLY GROUP	TRANSFORMERS AS PER BID	\$82,676.11
DTN, LLC	SUBSCRIPTION	\$489.00
DUIINCK INC	GRAVEL, DIRT AND ROCK	\$5,861.23
EASTON OCONNOR	REFUND OF CREDIT ON ACCOUNT	\$316.12
ELEMENT MATERIALS TECHNOLOGY	WELDER QUALIFICATION	\$225.00
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$1,923.47
ENSTAD, DOUG	REIMBURSEMENT EXPENSE	\$158.70
ETHANOL PRODUCTS LLC	BULK CO2	\$2,249.66
FARNAMS GENUINE PARTS	SUPPLIES	\$166.99
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$216.00
FASTENAL COMPANY	SUPPLIES	\$1,764.39

FASTENER SOLUTIONS INC	SUPPLIES	\$76.83
FEDERAL EXPRESS CORP	SERVICE	\$89.89
FIRST DISTRICT ASSN OF LOCAL GOVTS	GIS DATA DEVELOPMENT	\$8,500.00
FOLEY AND FOLEY LAW OFFICE, PC	MAY LEGAL FEES	\$560.00
FRONTIER PRECISION INC	SUPPLIES	\$80.28
GMR AVIATION	ENERGY INCENTIVE REBATE	\$420.00
GORDON SEIM	REFUND OF CREDIT ON ACCOUNT	\$397.11
GRAINGER	SUPPLIES	\$210.60
GROEBNER	SUPPLIES	\$1,134.64
HAMLIN COUNTY	EASEMENTS	\$60.00
HAWKINS, INC.	SUPPLIES	\$1,754.02
IBEW LOCAL 426	UNION DUES	\$2,849.25
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$49.00
J H LARSON COMPANY	SUPPLIES	\$8,571.41
JEAN NOGELMEIER	REFUND OF CREDIT ON ACCOUNT	\$251.19
JOSEPH MEDANICH	ASPHALT REPAIR	\$14,538.80
JURGENS PRINTING INC	SUPPLIES	\$474.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$109.00
KOONS GAS MEASUREMENT	METER FOR LINE HEATER	\$6,114.62
KRANZ, CHAD	REIMBURSEMENT EXPENSE	\$2,500.00
LAKE CITY FIRE EQUIPMENT LLC	ANNUAL MAINTENANCE	\$1,572.44
LEIDOS ENGINEERING LLC	ENERGY INCENTIVE REBATE	\$1,957.50
LES GONSOR	REFUND OF CREDIT ON ACCOUNT	\$439.18
LLOYD'S HEATING INC	SERVICE	\$114.04
LOCATORS & SUPPLIES INC	SUPPLIES	\$3,617.50
LORI LEE	SERVICE	\$2,000.00
LUKONEN'S TOOL SERVICE INC	SUPPLIES	\$142.25
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$41.98
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$519.55
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$540.25
MAC'S HARDWARE	SUPPLIES	\$46.01
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$172.50
MARCO	COPIER LEASE	\$423.61
MATHESON TRI-GAS INC	SUPPLIES	\$79.84
MCKEEVER INC	SUPPLIES	\$62.02
MENARDS INC	SUPPLIES	\$2,930.62
MERCURY INSTRUMENTS LLC	SUPPLIES	\$1,977.35
MET LIFE	LIFE INSURANCE	\$1,328.45
METERING & TECHNOLOGY SOLUTIONS	WATER METERS AS PER BID	\$12,115.76
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$215.72
MISSOURI RIVER ENERGY SERVICES	ENERGY INCENTIVE REBATE	\$450.00
MONITOR TECHNOLOGIES LLC	SUPPLIES	\$456.27
MUELLER CO	SUPPLIES	\$1,691.52
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$458.28
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$709.39
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$13,551.88
NATHANIEL DEVRIES	REFUND OF CREDIT ON ACCOUNT	\$232.09
NELSON TECHNOLOGIES INC	REGULATORS	\$5,749.50
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$5,417.27
NOVASPECT, INC.	GAS REGULATORS & TRAINING AS PER BID	\$10,015.05
OFFICE PEEPS	SUPPLIES	\$1,186.20
PERFORMANCE TOWING	SERVICE	\$61.03
PETE LIEN & SONS	BULK LIME	\$14,528.67
POMP'S TIRE SERVICE, INC.	SERVICE	\$25.35
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$165.35
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,048.78
R & L SUPPLY LTD	SUPPLIES	\$1,088.92
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$158.96
RELIABANK DAKOTA	TASC MED	\$6,099.64
RESCO	WIRE AS PER BID	\$48,840.33
RON'S SAW SALES	SUPPLIES	\$111.45
ROXANNE HARDIE	REFUND OF CREDIT ON ACCOUNT	\$941.59
RUNNING'S SUPPLY INC	SUPPLIES	\$689.96
S&P GLOBAL RATINGS	BOND RATING AGENCY FEE	\$22,500.00
SANFORD HEALTH OCCUPATIONAL MEDICINE	SCREENS	\$495.00
SCOTT ENGINEERING CO	WATER MAIN PROJECT 12TH AVE NE	\$410.00
SD ONE CALL	LOCATES	\$576.45
SDRS SPECIAL PAY PLAN	401a SICK	\$28,599.46
SERVICEMASTER	JANITORIAL SERVICE	\$4,120.00
SHERWIN WILLIAMS CO	SUPPLIES	\$276.09
SIGN PRO	SUPPLIES	\$370.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$4,277.54
SIOUX VALLEY GREENHOUSES	SERVICE	\$80.00
SNAP-ON INCORPORATED	SUPPLIES	\$207.93
STADHEIM LAWN CARE	SERVICE	\$1,445.00
STAN HOUSTON EQUIP CO	RENTAL	\$584.95
STAR LAUNDRY INC	SERVICE	\$495.78
STRUSS, SCOTT	REIMBURSEMENT EXPENSE	\$2,784.87
STUART C IRBY CO	SERVICE	\$3,339.75
STURDEVANTS AUTO PARTS	SUPPLIES	\$280.50
T & R ELECTRIC SUPPLY COMPANY INC	SERVICE	\$2,590.00
TITAN MACHINERY- WTN	SERVICE	\$6,428.06

TRAV'S OUTFITTER	SAFETY CLOTHING	\$2,027.98
TW ENTERPRISES, INC.	SUPPLIES	\$590.50
TYNDALE COMPANY INC	SAFETY CLOTHING	\$192.95
ULINE INC	SUPPLIES	\$128.64
UPS	SHIPPING	\$335.65
USA BLUEBOOK	SUPPLIES	\$230.56
V&M COMPANY, INC.	SUPPLIES	\$2,760.00
VESSCO INC	SUPPLIES	\$540.00
WALMART COMMUNITY	SUPPLIES	\$54.17
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$375.03
WATERTOWN UNITED WAY	United Way	\$424.00
WATERTOWN WHOLESale	SUPPLIES	\$143.50
WEISMANTEL RENT-ALL	RENTAL	\$120.00
WESCO DISTRIBUTION INC	SUPPLIES	\$3,351.70
WINSUPPLY OF WATERTOWN	SUPPLIES	\$51.23
WITTE PROPERTIES	REFUND OF CREDIT ON ACCOUNT	\$586.43
WYATT JOHNSON	REFUND OF CREDIT ON ACCOUNT	\$214.50
ZEP SALES AND SERVICE	SUPPLIES	\$1,265.50
	TOTAL	\$827,526.57

Total June 2020 \$827,526.57; Transfer to City's General Fund \$116,433.33, Muni Utilities Electric Water Gas \$42,953.70; Missouri River Energy Services Power \$1,363,276.29; BP Canada Energy Marketing Natural Gas \$75,698.28; Dept. of Revenue Sales/Excise Tax \$150,710.55; CPEP #3 Natural Gas \$8,477.42, CPEP #4 Natural Gas \$15,134.98, Sequent Energy Mgmt. Natural Gas \$55,484.50, Northern Border Pipeline Natural Gas Tap \$106,087.58, City Finance Office Garbage/Sewer \$425,361.14.

ITEM 7378

Pursuant to SDCL 1-25-2(3) Carter moved with second by Luken to move to Executive Session for discussion of contractual matters. The Board may take action when they reconvene to regular session. Motion carried unanimously upon roll call vote.

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

Motion by Carter with second by Carrico to adjourn. Motion carried unanimously upon roll call vote.

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 29th, day of June, 2020.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Greg Solum
Board President
Municipal Utilities Department