

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, July 27, 2020

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, July 27th, 2020 at 12:00 p.m. with President Greg Solum presiding.

Board members present: Greg Solum. Board Members Lisa Carrico, Chris Carter, Mike Luken and Dan Brenden via teleconference. Board Liaison, member of City Council, Glen Vilhauer via teleconference. Staff members present: Adam Karst, Bert Magstadt, Mark Haider, Mark Meier, John Lunde and Attorney Vince Foley. Staff members via teleconference Doug Enstad, Kevin Kruiter, Sheila Mennenga, Lisa Pahl and Gina Brown. Guests via teleconference Mayor Sarah Caron, City Council Members Adam Lalim, Ried Holien. Guest Jered Mancell and media Dan Crisler from the Watertown Public Opinion

ITEM 7379

Motion by Luken with second by Carter to approve the Agenda with the change by moving Item 8, Resolution Establishing Transfer from Municipal Utilities Department to the General Fund of the City of Watertown for the year 2021 to after Item 14. Motion carried unanimously upon roll call vote.

ITEM 7380

Motion by Carter with second by Carrico to approve minutes of regular Board Meeting on June 29th, 2020. Motion carried unanimously upon roll call vote.

ITEM 7381

Public Comment -

- a) Adam Lalim expressed a desire for the City to be granted another opportunity to negotiate the Transfer to the City, before it goes to the Board for a motion. Ried Holien and Sara Caron also had similar requests. Board President Solum and Board Liaison will work together to set up a meeting to discuss the transfer further.
- b) Jered Mancell addressed the Board about a \$8,900 fee that will be passed on to him if he annexes into the City. He commented further in efforts to have the fee waived. Mr. Mancell was informed the \$8,900 fee charged from Sioux Rural Water to the Watertown Municipal Utilities would be passed on to him. Mr. Mancell was thanked for his comments.

ITEM 7382

Motion by Luken with second by Carter to approve the DOT Joint Powers Agreement for the Highway 212 - Phase II project. Motion carried unanimously upon roll call vote.

ITEM 7383

Motion by Carrico with second by Luken to approve Private Water Main Agreement with Scott Munger. Motion carried unanimously upon roll call vote.

ITEM 7384

Motion by Carter with second by Carrico to approve the General Manager to sign a 3-year agreement with MARCO for Document Management System Maintenance. Motion carried unanimously upon roll call vote.

ITEM 7385

Open: a) Magstadt shared with the Board that the Watertown Municipal Utilities system was given a Safety Award from APGA for no loss time accidents. b) The Gas Department was awarded the bronze level SOAR award (System Operational Achievement Recognition) an overall award for safety, operational efficiency, integrity of your system and employee training, to name a few. c) Magstadt shared some articles that MMUA (Minnesota Municipal Utilities Association) wrote on the Watertown Municipal Utilities. The first article was general and gave a history of the Utilities and how they are moving forward into the future. The next article was on Terex's new facility and how Terex is happy with Watertown Municipal Utilities because of the attractive rates, reliability and efficiency programs.

ITEM 7386

Magstadt presented the Report on Operations and Projects, Electric, Projects Completed this Month: 11 outages for the month and 50 for the year, completed installing primary at Pheasant Ridge. Gas, Projects in Progress: Contractor completed installing 4" and 8" pressure correction main by Walmart and our crew tapped out and energized the mains. Water, Projects Completed this Month: Side #1 upflow project is completed. Engineering Tech Department: 277 One-Call locates July 1 - 20, 2020 and 490 One-Call locates total June 2020, 2% increase of 5-year average for first half locates, 6% increase over last year first half locates, added new software. Northern Border Tap: Contractor starting prefabbing station piping at their office.

ITEM 7387

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Closed on the Bond Refinancing Loan on July 22, 2020, Working on providing information

to the Water Rate Study Consultant. Upcoming Projects: Ordering, receiving and stocking material. Customer Service, Projects Completed this Month: 306 payments collected at the front counter, a lot of people calling making payment plans. Human Resources/Risk Management: Completed South Dakota Public Assurance Alliance annual property and liability insurance renewal. 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 \$546,959 above budget for the six months ending June 30th, 2020. Total Capital Additions are \$888,682 under budget for the six months ending June 30th, 2020.

ITEM 7388

Motion made by Luken with second by Carrico to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for July 2020 Plus ACH Payroll Payments \$532,094.81. Change: N. Frost 26.24/hr. effective 7/15/2020, J. Jellis 35.69/hr. effective 6/21/2020, T. Wirtjes 41.68/hr. effective 7/1/2020.

Name	Payable Description	Payment Amount
AUGUST 3,2020		
ABC EMBROIDERY	SERVICE	\$19.80
ABC LOCK & KEY	SERVICE	\$200.00
ACTIVE HEATING INC	SERVICE	\$398.00
ADVANCED ENGINEERING & ENVIRONMENTAL SERVICES	I&C SYSTEM SERVICES	\$1,237.50
AFLAC	SHORT TERM DISABILITY	\$1,882.18
A-OX WELDING SUPPLY INC	SUPPLIES	\$156.29
AP & SONS CONSTRUCTION INC	NEW MAIN - GRANT & LUCAS	\$52,015.00
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$4,537.50
ARGUS LEADER MEDIA	SUBSCRIPTION	\$398.03
AUSTIN, HOPPER, STRAIT, BENSON & THOLE LLP	MAY & JUNE LEGAL FEES	\$945.00
BELL LUMBER & POLE CO	WOOD POLES	\$17,790.00
BENDIX IMAGING INC	SUPPLIES	\$111.98
BORDER STATES ELECTRIC SUPPLY	SUPPLIES	\$15,842.41
BORNS GROUP	POSTAGE & MAILING	\$8,932.93
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$95.90
CARTNEY BEARING & SUPPLY	SUPPLIES	\$39.48
CENTURY LINK	PHONE SERVICE	\$297.69
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,147.90
CHICAGO TUBE & IRON	STEEL PIPE	\$21,948.15
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CIVIL DESIGN INC	SERVICES	\$1,230.00
CLAUSEN & SONS CONSTRUCTION LLC	NBPL TAP SITEWORK	\$23,750.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$6,614.88
CONSULTING ENGINEERS GROUP INC	ELECTRIC LOAD ANALYSIS	\$6,225.00
CORE & MAIN LP	SUPPLIES	\$2,714.81
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$285.10
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$192.38
DAKOTA BODIES	UNIT 11 TRUCK BODY	\$21,461.33
DAKOTA DATA SHRED	SHREDDING SERVICE	\$68.45
DAKOTA DIRECTIONAL LLC	INSTALLATION OF WIRE PER BID	\$84,267.00
DAKOTA RIGGERS & TOOL	SUPPLIES	\$44.52
DAKOTA UNDERGROUND CONSTRUCTION LLC	INSTALLATION OF UNDERGROUND	\$19,293.00
DGR ENGINEERING	REVENUE METERING RELOCATION	\$1,572.50
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$126.38
DORSEY & WHITNEY LLP	LEGAL FEES BOND REFINANCING	\$20,000.00
DSG DAKOTA SUPPLY GROUP	PEDESTALS	\$2,386.13
DTN, LLC	SUBSCRIPTION	\$489.00
DUININCK INC	GRAVEL, DIRT AND ROCK	\$3,275.49
DUININCK INC.	REFUND OF CREDIT ON ACCOUNT	\$9,783.88
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$1,022.00
ELECTRO-TEST & MAINT INC	SERVICE	\$1,780.00
ELEMENT MATERIALS TECHNOLOGY	WELDER QUALIFICATION	\$675.00
ENGELSTAD ELECTRIC COMPANY	INSTALL NEW 753 AB POWER FLEX VFD	\$11,738.84
ENSTAD, DOUG	REIMBURSEMENT EXPENSE	\$32.78

ETHANOL PRODUCTS LLC	BULK CO2	\$2,159.76
EVOLUTION POWERSPORTS	SERVICE	\$392.94
FARNAMS GENUINE PARTS	SUPPLIES	\$265.66
FASTENAL COMPANY	SUPPLIES	\$950.99
FEDERAL EXPRESS CORP	SERVICE	\$35.08
FORTNA EQUIPMENT CO	SUPPLIES	\$300.96
G & R CONTROLS INC.	SERVICE	\$1,408.00
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$3,542.44
HEATH CONSULTANTS INC	SERVICE	\$488.72
HM CRAGG	ANNUAL BATTERY INSPECTION	\$2,850.00
HUMAN SERVICE AGENCY	EAP SERVICES	\$90.00
IBEW LOCAL 426	UNION DUES	\$2,815.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$179.85
ITRON INC	WATER METER ERTS AS PER BID	\$73,544.68
J H LARSON COMPANY	SUPPLIES	\$2,610.63
JOHNSON CONTROLS INC	SERVICE	\$1,038.84
JOSEPH MEDANICH	ASPHALT REPAIR	\$29,966.25
KARST, ADAM	REIMBURSEMENT EXPENSE	\$976.35
LOCATORS & SUPPLIES INC	SUPPLIES	\$722.91
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$94.88
M E BARBER CO INC	SUPPLIES	\$274.82
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$86.26
MAC'S HARDWARE	SUPPLIES	\$274.47
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$49.45
MARCO	COPIER LEASE	\$527.32
MARK M STROHFUS	SERVICE	\$545.00
MATHESON TRI-GAS INC	SUPPLIES	\$77.65
MCKEEVER INC	SUPPLIES	\$192.12
MENARDS INC	SUPPLIES	\$1,529.56
MET LIFE	LIFE INSURANCE	\$1,331.75
METERING & TECHNOLOGY SOLUTIONS	WATER METERS AS PER BID	\$117,241.10
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$215.72
MILBANK WINWATER WORKS	SUPPLIES	\$1,695.28
MILLS CONSTRUCTION	REFUND OF CREDIT ON ACCOUNT	\$5,000.00
MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY PROGRAM	\$7,387.50
MISSOURI RIVER ENERGY SERVICES	MOTOR BEARING SURVEY	\$963.25
MITCHELL, ANGIE	REIMBURSEMENT EXPENSE	\$537.23
MOTION INDUSTRIES	SUPPLIES	\$4,359.39
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$193.61
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$18,985.74
NELSON TECHNOLOGIES INC	SERVICE	\$3,973.50
NEW PIG CORP	SUPPLIES	\$142.52
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$2,971.24
NORTHWESTERN ENERGY	SERVICE RIGHTS PAYABLE	\$2,725.35
OFFICE PEEPS	SUPPLIES	\$1,943.83
OVERHEAD DOOR CO OF WTN	SERVICE	\$196.81
PETE LIEN & SONS	BULK LIME	\$18,581.63
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$305.86
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$169.98
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,048.78
PRO LINE INC	SUPPLIES	\$95.92
RC FIRST AID	SUPPLIES	\$106.00
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$80.65
RELIABANK DAKOTA	TASC MED	\$6,099.64
RESCO	2500 KVA TRANSFORMER	\$42,466.25
RON'S SAW SALES	SERVICE	\$343.87
RUNNING'S SUPPLY INC	SUPPLIES	\$209.84
SANFORD HEALTH OCCUPATIONAL MEDICINE	SCREENS	\$366.00
SCHOOL BOARD OF ED	ENERGY INCENTIVE REBATE	\$2,379.00
SD ONE CALL	LOCATES	\$525.00
SD PUBLIC ASSURANCE ALLIANCE	GEN LIAB/PROP INS 2020-2021	\$245,306.14
SDSU FOUNDATION ACCT #70507	DONATION	\$400.00
SETTJE, JOEY	REIMBURSEMENT EXPENSE	\$105.00
SHIRTS IN THE WORKS	SUPPLIES	\$1,487.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$5,775.45
STADHEIM LAWN CARE	SERVICE	\$2,005.00
STAN HOUSTON EQUIP CO	SUPPLIES	\$1,029.63
STAR LAUNDRY INC	SERVICE	\$318.67
STRUSS, SCOTT	REIMBURSEMENT EXPENSE	\$30.60
STURDEVANTS AUTO PARTS	SUPPLIES	\$1,071.00
TG TECHNICAL SERVICES, LLC	SUPPLIES	\$2,215.18
TIM MAKEPEACE	ENERGY INCENTIVE REBATE	\$250.00
TITAN MACHINERY- WTN	SUPPLIES	\$407.65
TRAV'S OUTFITTER	SAFETY CLOTHING	\$304.00
TRILOGY CONSULTING, LLC	2020 WATER RATE STUDY	\$1,952.50
TYNDALE COMPANY INC	SAFETY CLOTHING	\$108.95
ULINE INC	SUPPLIES	\$110.85
UPS	SHIPPING	\$224.46
USA BLUEBOOK	SUPPLIES	\$785.48
WALMART COMMUNITY	SUPPLIES	\$29.66
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$423.07

WATERTOWN UNITED WAY	United Way	\$424.00
WATERTOWN WHOLESALE	SUPPLIES	\$681.65
WEATHERGARD ROOFING	CRANE SERVICE	\$6,181.20
WESCO DISTRIBUTION INC	SUPPLIES	\$4,121.42
YOST AVIATION	ENERGY INCENTIVE REBATE	\$1,700.00
	TOTAL	\$1,006,545.60

Total July 2020 \$1,006,545.60; Transfer to City's General Fund \$116,433.33, Qtrly US Bank - \$413,660.20, Muni Utilities Electric Water Gas \$55,778.59; Missouri River Energy Services Power \$2,198,242.64; BP Canada Energy Marketing Natural Gas \$37,762.20; Dept. of Revenue Sales/Excise Tax \$195,700.06; CPEP #3 Natural Gas \$4,768.50, CPEP #4 Natural Gas \$9,075.00, Sequent Energy Mgmt. Natural Gas \$17,115.00, Northern Border Pipeline Natural Gas Tap \$102,665.40, City Finance Office Garbage/Sewer \$439,156.31. US Bank Series 2020A Water Bond Refinancing \$5,258,579.13.

ITEM 7389

Motion by Luken with second by Carter to table Item 14.1 Resolution Establishing Transfer from Municipal Utilities Department to the General Fund of the City of Watertown for the year 2021. Motion carried unanimously upon roll call vote.

ITEM 7390

Pursuant to SDCL 1-25-2(3) Carrico moved with second by Carter to move to Executive Session for discussion of contractual matters. The Board does not plan to take any 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, with Dan Brenden Absent from this roll call.

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 27th, day of July, 2020.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Greg Solum
Board President
Municipal Utilities Department