

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, July 31, 2023

The Municipal Utilities Board convened in regular session at the Watertown July 31, 2023, at 12:00 p.m. with Vice President Mike Luken presiding.

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

ITEM 7893

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

ITEM 7894

Motion by Larkin with second by Brenden to approve the minutes of Regular Board Meeting from June 26, 2023. Motion carried.

ITEM 7895

Public Comment - None

ITEM 7896

Motion by Brenden with second by Thomas to authorize General Manager to sign agreement for Engineering Services with AE2S for Cast Iron Watermain Replacement Project.

ITEM 7897

Motion by Thomas with second by Brenden to approve Water Policy Changes 15.1, 15.2 and 15.6. to include Municipex pipe. Motion carried.

ITEM 7898

This being the time and place set for consideration of bids, the following were presented. Bids for Pipe, Valves, Fittings Procurement for the 3rd Ave Water Main Replacement and Lime Slaker.

The Pipe, Valves, and fittings were open on Thursday, July 13, 2023, at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board and the Lime Slaker was opened Wednesday, July 19, 2023, at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

PIPE, VALVES, FITTINGS PROCUREMENT: Two Bids were received and upon review and recommendation by Magstadt, motion by Larkin with second by Thomas to award bids for PVC Pipe Material to Core & Main of Sioux Falls, SD for \$255,128.60, Pipe Fittings and Connections to Core & Main, Sioux Falls, SD for \$113,577.34 and Valves and Appurtenances to Ferguson Waterworks for \$68,080.73. All contingent on approval of the SD DANR. Motion carried.

LIME SLAKER: Two Bids were received and upon review and recommendation by Magstadt, motion by Larkin with second by Brenden to award bid to low valid bidder to VESSCO, Inc. for a total of \$157,000.00 contingent on approval from the SD DANR. Motion carried.

ITEM 7899

Motion by Thomas with second by Larkin to authorize to return check of unsuccessful bidder. Motion carried.

ITEM 7900

Magstadt presented the Report on Operations and Projects. Electric: 9 new electric outages for the month for a total of 29 unscheduled outages for 2023, terminated and energized new cable on Kampeska Boulevard for East River Under Build Project, wrecked out overhead lines along Kampeska Boulevard for East River Build Project, hit new peak of 79.86 MW on July 26, 2023. Gas Department: Congratulations to John Lunde he was asked to be on the APGA Board Executive Committee, Awarded 3rd Silver APGA SOAR award. Water Department: 1 water main break, 12" line at Harmony Hill fully online. Engineering Tech: 390 one-call locates from July 1st to 24, 2023, 610 one-call locates for June 2023.

ITEM 7901

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Water rate study, 2023 FEMA event for spring flood, researching ideas and costs for a new telephone system - we will

bring more information to the Board at budget time. Upcoming Projects: Reroof operations building by Dalsin Inc. Sioux Falls to start in about 2-3 weeks. Customer Service Projects Completed this Month: 14,483 Payments collected for a total of \$4,610,551 and 56,852 services billed for a total of \$5,675,297, Customer Survey Study resulted in 98 responses. Human Resources/Risk Management: As required by the DOT Federal Motor Carrier Safety Administration, completed annual drug and alcohol testing violation queries on all Watertown Utility CDL drivers, working on 2024 payroll and insurance budgets, including wage survey for salaried positions.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$3,084,884 above budget for the six months ending June 30, 2023. Total Capital Additions are \$3,092,550 below budget for the six months ending June 30, 2023.

ITEM 7902

Motion made by Luken with second by Larkin to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for July 2023 Plus ACH Payroll Payments \$647,821.21.

Name	Payable Description	Payment Amount
AUGUST 1, 2023		
ABC EMBROIDERY	SERVICE	\$19.80
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$200.00
ADV. ENG. AND ENV.L SERVICES, LLC	SCADA SYSTEM UPGRADE	\$81,465.70
AFLAC	CANCER PT	\$1,449.67
AGWRX COOPERATIVE - WATERTOWN MAIN	SUPPLIES	\$600.00
ANDOR INC	ENERGY INCENTIVE REBATE	\$100.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$107.88
ARGUS LEADER MEDIA	SUPPLIES	\$8.18
AUTO BODY SPECIALTIES	SUPPLIES	\$534.20
BORDER STATES ELECTRIC SUPPLY	SUPPLIES	\$11,214.97
BORNS GROUP	POSTAGE & MAILING	\$10,316.91
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$168.98
BUTLER MACHINERY CO	ANNUAL CONTRACT	\$8,920.00
CARTNEY BEARING & SUPPLY	SUPPLIES	\$53.14
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,234.96
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPP.	\$750.00
CHRISTENSEN MANUFACTURING CORP	TRUCK RACK UNIT#7	\$4,932.82
CITY OF WATERTOWN	DONATION	\$2,000.00
CODINGTON-CLARK ELECTRIC COOP	WELLFIELD ELECTRIC SERVICE	\$7,486.60
CONNECTING POINT	SCADA UPGRADE	\$30,988.15
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$99.77
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$22.00

DAKOTA DATA SHRED	SHREDDING SERVICE	\$78.21
DAKOTA DIRECTIONAL LLC	UNDERGROUND SERVICE	\$21,406.00
DAKOTA RIGGERS & TOOL	SUPPLIES	\$40.50
DEPARTMENT OF HEALTH	WATER SAMPLES	\$650.00
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$37.20
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$879.38
DTN, LLC	SUBSCRIPTION	\$546.00
DUININCK INC	GRAVEL, ROCK & SAND	\$2,207.38
DUTTON-LAINSON COMPANY	WATER MTRS & 500W ERTS AS PER BID	\$2,178.00
ENERGY ECONOMICS INC	SERVICE	\$627.03
ENGELSTAD ELECTRIC COMPANY	SERVICE - HWY 20 CONVERSION	\$107,537.23
ETHANOL PRODUCTS LLC	BULK CO2	\$1,745.10
FASTENAL COMPANY	SUPPLIES	\$159.80
FEDERAL EXPRESS CORP	SERVICE	\$40.81
FIDELITY SECURITY LIFE INS. CO. (EYEMED)	VISION INSURANCE	\$146.07
FLOOD DEFENSE GROUP, LLC	HESCO FLOOD LINE	\$8,418.88
FOLEY AND FOLEY LAW OFFICE, PC	JUNE LEGAL FEES	\$1,672.50
GAS PRODUCTS SALES, INC	ERTS	\$48,667.60
GRAINGER	SUPPLIES	\$277.20
GRAYBAR ELECTRIC CO INC	WIRE AS PER BID	\$3,040.00
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$6,242.24
HEATH CONSULTANTS' INC	SERVICE	\$486.10
HUMAN SERVICE AGENCY	SERVICE	\$67.50
IBEW LOCAL 426	UNION DUES	\$4,038.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$85.20
IRISNDT INC.	SERVICE	\$970.00
J H LARSON COMPANY	SUPPLIES	\$5,512.82
JOE MEDANICH ASPHALT SERVICES	ASPHALT REPAIRS	\$25,960.76
JOHNSON FEED, INC	BULK SOLAR CRYSTALS	\$5,879.70
JONDAHL PLUMBING & HEATING INC	SERVICE	\$253.31
JUSTICE FIRE & SAFETY	SERVICE	\$2,343.00
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$318.17
KXLG RADIO	ADVERTISING	\$500.00
LAMB MOTOR CO.	SUPPLIES	\$1,125.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$671.77
LEVASSEUR, DAN	REIMBURSEMENT EXPENSE	\$1,389.81
LIFTGATOR	REFUND OF DEPOSIT ON ACCOUNT	\$20,000.00
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$217.47
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$306.00
MAC'S HARDWARE	SUPPLIES	\$25.34
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$949.14
MARCO	COPIER LEASE	\$451.47
MARCO	COPIER LEASE	\$1,051.47
MATHESON TRI-GAS INC	SUPPLIES	\$512.42
MCKEEVER INC	SUPPLIES	\$245.00
MEIER, MARK	REIMBURSEMENT EXPENSE	\$76.60
MENARDS INC	SUPPLIES	\$1,135.71
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$1,053.22
MET LIFE	LIFE INSURANCE	\$1,487.60
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$183.39
MIDWEST AUTOMOTIVE INC	SUPPLIES - UNIT 3	\$1,780.00
MIDWEST UNDERGROUND SUPPLY, LLC	SUPPLIES	\$120.19
MILBANK WINWATER WORKS	SUPPLIES	\$2,159.94
MINNESOTA MUNICIPAL UTILITIES ASSN	TRAINING EXPENSE	\$8,754.75
MINSAIT ACS, INC.	SCADA UPGRADE	\$24,401.28
MISSOURI RIVER ENERGY SERVICES	TRAINING EXPENSE	\$1,800.00
MUELLER CO	SUPPLIES	\$2,473.04

MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$468.68
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$1,651.81
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$19,457.75
NACE INTERNATIONAL	MEMBERSHIP	\$290.00
NAPA CENTRAL	SUPPLIES	\$83.88
NARDINI FIRE EQUIPMENT	SERVICE	\$566.00
NORTHSTAR SYSTEM BUILT	REFUND OF DEPOSIT ON ACCOUNT	\$18,675.00
OFFICE PEEPS	SUPPLIES	\$721.72
PAYMENTUS GROUP INC.	SERVICE	\$19.90
PETE LIEN & SONS	BULK LIME	\$33,636.52
PHEASANTLAND INDUSTRIES	SAFETY CLOTHING	\$1,394.98
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$440.32
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,189.77
PRINT 'EM NOW INC	SUPPLIES	\$173.00
PRO LINE INC	SUPPLIES	\$240.50
PROLEC-GE WAUKESHA, INC.	SUBSTATION SUPPLIES	\$2,726.63
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$201.01
RELIABANK DAKOTA	FLEX MED	\$6,807.64
RESCO	ARRESTORS, SUPPLIES	\$9,288.12
ROBERT E. LEE	SERVICE	\$1,000.00
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RON'S SAW SALES	SUPPLIES	\$115.35
RUNNING'S SUPPLY INC	SUPPLIES	\$319.55
SD MUNICIPAL LEAGUE	TRAINING EXPENSE	\$100.00
SD ONE CALL	LOCATES	\$654.15
SDSU FOUNDATION ACCT #70507	CENTER FOR POWER SYSTEMS ST.	\$400.00
SDWWA	TRAINING EXPENSE	\$520.00
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SHARP AUTOMOTIVE	2023 TRUCK UNIT 7	\$72,798.00
SHERWIN WILLIAMS CO	SUPPLIES	\$75.79
SHIRTS IN THE WORKS	SUPPLIES	\$1,723.50
SIOUX RURAL WATER INC	WILLISTON ANNEX. FIRST ADDITION	\$8,900.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$10,317.94
SIOUX VALLEY GREENHOUSES	SERVICE	\$605.00
STAN HOUSTON EQUIP CO	RENTAL	\$825.00
STANGL, CHRIS	ENERGY INCENTIVE REBATE	\$500.00
STAR LAUNDRY	SERVICE	\$537.61
STATE UNIVERSITY OF IOWA	SERVICE	\$1,110.00
STUART C IRBY CO	TRANSFORMERS AS PER BID	\$13,533.33
SUTTON LAWN & SNOW LLC	JUNE LAWN CARE	\$2,202.00
TEREX USA, LLC	SERVICE - UNIT 29	\$4,669.74
TITAN MACHINERY- WTN	SUPPLIES	\$66.00
TITAN MACHINERY-SF	SUPPLIES	\$626.68
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	\$640.00
TRAV'S OUTFITTER	SAFETY CLOTHING	\$213.00
TREATMENT RESOURCES, INC	SUPPLIES	\$365.91
TRILOGY CONSULTING, LLC	2023 WATER RATE STUDY	\$1,170.00
TSP, INC.	SERVICE	\$1,960.00
USA BLUEBOOK	SUPPLIES	\$1,498.92
VERMEER HIGH PLAINS	SUPPLIES	\$1,522.64
WATERTOWN BOX CORP	SUPPLIES	\$96.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$453.76
WATERTOWN UNITED WAY	United Way	\$263.00
WEISMANTEL RENT-ALL	RENTAL	\$95.00
WESCO DISTRIBUTION INC	WIRE	\$21,229.47
WW TIRE SERVICE INC	SUPPLIES	\$2,755.00

TOTAL

\$754,911.69

Total July 2023 \$754,911.69; Transfer to City's General Fund \$118,125.00, Muni Utilities Electric Water Gas \$81,573.14; Missouri River Energy Services Power \$2,303,128.38; BP Canada Energy Marketing Natural Gas \$30,317.98; Dept. of Revenue Sales/Excise Tax \$213,370.65; CPEP #3 Natural Gas \$6,405.38, CPEP #4 Natural Gas \$9,435.00, CPEP #5 Natural Gas \$13,673.25, CPEP #3 HEDGE Natural Gas \$9,534.98, Natural Gas Sequent Energy Mgmt \$2,713.37, City Finance Office Garbage/Sewer \$630,646.05.

ITEM 7903

The Board set date of Friday, September 29, 2023, at noon for September Board Meeting.

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

Vice 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 31st, day of July 2023.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Michael Luken
Board Vice President
Municipal Utilities Board