

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

MONDAY, September 27th, 2021

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, September 27th, 2021 at 12:00 p.m. with President Lisa Carrico presiding.

Board members present: Lisa Carrico, Chris Carter, Mike Luken and Rich Thomas. Board Member Dan Brenden absent. Board Liaison, member of City Council, Glen Vilhauer and Staff members: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, John Lunde, Brian Benson, Mark Haider, Mark Meier, Kevin Kruiter, Gina Brown, Lisa Pahl and Attorney Vince Foley.

ITEM 7581

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

ITEM 7582

Motion by Thomas with second by Carter to approve minutes of regular session meeting on August 30th, 2021. Motion carried.

ITEM 7583

Public Comment: Board Liaison Glen Vilhauer wanted to let the Board know that Roger Foote of the Upper Big Sioux Watershed Project is retiring April 2022. Vilhauer also mentioned that there is not a successor at this time so there might have to be future discussion on this position going forward.

ITEM 7584

Motion by Carter second by Luken to authorize General Manager to sign the State Water Plan Applications for Water System Improvement Projects. Motion carried. South Dakota has a 1.1 billion dollar grant for sewer and water upgrades for the next 5 years. The grant applications have to be in by Oct. 1.

ITEM 7585

Motion by Carter second by Luken to authorize General Manager to sign the Professional Service Agreement with AE2S - MIEX System Evaluation and Recommendation. Motion carried. This study cost \$16,500 and will help give options on running the MIEX system more cost effectively or to retire the system all together.

ITEM 7586

Motion by Luken second by Thomas to authorize General Manager to sign the Professional Service Agreement with AE2S - Water Treatment Plant Process Evaluation and Optimization. Motion carried. This study will cost \$33,000 and will evaluate the whole Water Treatment Plant and determine if/how we can run more efficiently.

ITEM 7587

This being the time and place set for consideration of bids, the following were presented. Bid for the Transformers for Electric Department. These bids were opened Thursday, September 23rd, 2021 at 1:30 PM by the Watertown Municipal Utilities staff as authorized by the Board.

Transformers: Two bids were received and recommendation by Magstadt, motion by Carter with second by Thomas to reject all bids and take another look at quantities and 2022 projects. Motion carried.

ITEM 7588

Motion by Luken with second by Carter to approve the purchase of two new servers. Motion carried.

ITEM 7589

Finance Committee Meeting date is set for Friday, November 5th, 2021 at 7 a.m. in the Watertown Municipal Utilities Board Room.

ITEM 7590

OPEN: a)Lehner presented the Bill Stuffer - Living Safely with Natural Gas Flyer. b)Board Member Chris Carter gave an update on what she learned at the MRES Leadership Academy that was held in Sioux Falls. Some items talked about were staffing problems for smaller communities, educating rate payers, cybersecurity, rate challenges, power supply mix, distributed generation and Bright Energy Solutions rebate program. c)Karst gave an update on the APPA Business and Financial Conference in Denver he attended. Some items of discussions were COVID and the effects on the economy, supply chain and demand problems and 100-200% price increases, impact of electric vehicles and cybersecurity instant response plan.

ITEM 7591

OLD BUSINESS: a) Motion by Thomas with second by Carter to authorize a call for bids for Transformers. b) Magstadt stated that the Board approved back in September of 2020 a Joint Powers Agreement with the South Dakota Department of Transportation for the Highway 212 project to go out for bids for the water mains, we finally got the agreement and we will have Board President Carrico sign them.

ITEM 7592

Magstadt presented the Report on Operations. Magstadt said the departments are all busy with end of season deadlines.

ITEM 7593

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities: Working on budget, Customer Service: last month's bill stuffer encouraging to sign up or ACH payments resulted in approximately 400 new ACH payments which is a 7% increase, 658 Energy Assistance customers received a one-time COVID payment of \$255.00 from the Department of Social Services based on assistance from the 2020-2021 winter season. Human Resources/Risk Management: Resignation of Tristan Namken, Water Maintenance & Distribution, and transfer of Neal Frost to Water Maintenance & Distribution which leaves a post for Water Plant Operator position - plans to interview at the end of September. IT: Normal monthly IT maintenance and troubleshooting and cybersecurity assessments.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$654,837 under budget for the eight months ending August 31st, 2021. Total Capital Additions are \$2,919,556 under budget for the eight months ending August 31st, 2021.

ITEM 7594

Motion made by Luken with second by Carter to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for September 2021 Plus ACH Payroll Payments \$549,340.44. Change: D. Sunne 42.93/hr. effective 9/15/2021, Add: M. Ward 35.57/hr. effective 8/23/2021.

Name	Payable Description	Payment Amount
October 1, 2021		
ABC LOCK & KEY	SERVICE	\$884.50
ACTIVE HEATING INC	ENERGY EFFICIENCY REBATE	\$300.00

ADVANCE PRODUCTS & SYSTEMS, LLC	SUPPLIES	\$2,154.95
ADVANCED CONTROL SYSTEMS INC.	SERVICE CONTRACT	\$9,288.00
ADVANCED ENGINEERING AND ENV. SERVICES, LLC	STUDY & REPORT	\$2,988.53
AFLAC	CANCER PT	\$1,752.09
AMERICAN ENGINEERING TESTING INC	SERVICE	\$685.00
A-OX WELDING SUPPLY INC	CYLINDER RENTAL	\$21.14
AUTO BODY SPECIALTIES	SUPPLIES	\$83.25
AUTO VALUE WATERTOWN	SUPPLIES	\$689.46
BENDIX IMAGING INC	SUPPLIES	\$379.49
BLAST BROS.	PAINTING - TBS 1	\$7,538.53
BORDER STATES ELECTRIC SUPPLY	BASEMENTS AND ENCLOSURES	\$44,480.81
BORNS GROUP	POSTAGE & MAILING	\$9,905.40
BRAGE, DOUGLAS J	REIMBURSEMENT EXPENSE	\$24.00
BRIAN'S GLASS & DOOR INC	SUPPLIES	\$380.00
BURCHATZ CONSTRUCTION COMPANY INC	2021 PATCH WORK	\$1,785.72
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$170.20
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,514.56
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$39.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$7,080.00
CONNECTING POINT	SOFTWARE MAINTENANCE	\$1,010.74
CONSULTING ENGINEERS GROUP INC	15TH AVE SUBSTATION	\$5,718.88
CONTINENTAL SAFETY EQUIP	SUPPLIES	\$775.10
CORE & MAIN LP	VALVES	\$17,142.24
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$329.70
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$610.23
DAKOTA DATA SHRED	SHREDDING SERVICE	\$69.62
DAKOTA PORTABLE TOILETS, INC.	RENTAL	\$250.00
DAKOTA RIGGERS & TOOL	SUPPLIES	\$61.77
DAKOTA UNDERGROUND CONSTRUCTION LLC	INSTALLATION OF UNDERGROUND	\$22,472.00
DEPARTMENT OF HEALTH	WATER SAMPLES	\$753.00
DETERMAN, JEFF	REIMBURSEMENT EXPENSE	\$35.00
DITCH WITCH OF SOUTH DAKOTA, INC	SUPPLIES	\$17.50
DOCKTERS ELECTRIC INC	SERVICE	\$1,114.71
DSG DAKOTA SUPPLY GROUP	TAPPING SLEEVES	\$8,703.82
DTN, LLC	SUBSCRIPTION	\$536.00
DUININCK INC	GRAVEL,DIRT,SAND & CRUSHED CONCRETE	\$5,659.16
ENERGY ECONOMICS INC	SERVICE	\$505.51
ENERGY LABORATORIES INC	WATER TESTING	\$1,484.00
ENGELSTAD ELECTRIC COMPANY	INSTALLATION OF UNDERGROUND	\$17,900.97
FABROTECH INDUSTRIES INC	SUPPLIES	\$1,792.77
FARNAMS GENUINE PARTS	SUPPLIES	\$587.12
FASTENAL COMPANY	SUPPLIES	\$89.69
FEDERAL EXPRESS CORP	SERVICE	\$41.39
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$367.09
FOLEY AND FOLEY LAW OFFICE, PC	AUGUST LEGAL FEES	\$480.00
FRANKLIN PRESS INC	2021 GAS FLYER INSERTS	\$3,713.40
G & R CONTROLS INC.	SERVICE	\$2,917.00
GARRETT VOSS	ENERGY EFFICIENCY REBATE	\$300.00
GAS PRODUCTS SALES, INC	ERTS	\$17,383.17
GOLLNICK, DAREN	REIMBURSEMENT EXPENSE	\$150.00
HUBBELL GAS UTILITY SOLUTIONS	METER LOOPS	\$6,298.38
IBEW LOCAL 426	UNION DUES	\$3,162.61
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$58.80
J H LARSON COMPANY	WIRE	\$5,854.26
JOHNSON FEED, INC	BULK SOLAR CRYSTALS	\$4,984.80
JURGENS PRINTING INC	SUPPLIES	\$59.00
JUSTICE FIRE & SAFETY	SERVICE	\$200.00
KARST, ADAM	REIMBURSEMENT EXPENSE	\$162.95
KOONS GAS MEASUREMENT	METERS	\$10,292.40
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$388.41
KUDRNA, JAY	REIMBURSEMENT EXPENSE	\$74.00
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$194.32
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$90.80
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$1,221.21
MACK, AMANDA	REIMBURSEMENT EXPENSE	\$279.80
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$113.50
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$2,176.32
MAC'S HARDWARE	SUPPLIES	\$268.28
MARCO	COPIER LEASE	\$389.10
MATHESON TRI-GAS INC	SUPPLIES	\$194.31
MENARDS INC	SUPPLIES	\$802.09
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$3,000.00
MESA PRODUCTS INC	ELECTROJOINTS	\$3,250.71
MESEBERG, DAVID	REIMBURSEMENT EXPENSE	\$200.00
MET LIFE	LIFE INSURANCE	\$1,246.42

MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$224.54
MILBANK WINWATER WORKS	TAPPING SADDLES	\$3,202.40
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$342.79
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$3,826.47
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$15,549.22
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$1,162.81
OFFICE OF ENERGY ASSISTANCE	REFUND OF OVERPAYMENT	\$18,105.00
OFFICE PEEPS	SUPPLIES	\$1,171.89
PETE LIEN & SONS	BULK LIME	\$17,184.10
POMP'S TIRE SERVICE, INC.	SERVICE	\$44.59
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$196.93
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,070.08
QUALITY FIRST PLUMBING & HEATING I	WATERLINE INSTALLATION	\$9,521.80
RELIABANK DAKOTA	FLEX MED	\$7,646.32
RESCO	SUPPLIES	\$5,770.00
RIPLEY, BRETT	REIMBURSEMENT EXPENSE	\$2,525.59
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
ROTH, KEENAN M	REIMBURSEMENT EXPENSE	\$315.00
RUNNING'S SUPPLY INC	SUPPLIES	\$567.17
SAFETY BENEFITS INC	TRAINING EXPENSE	\$195.00
SCHAEFFER MFG CO	SUPPLIES	\$564.00
SD MUNICIPAL LEAGUE	TRAINING EXPENSE	\$130.00
SD ONE CALL	LOCATES	\$538.65
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SHERWIN WILLIAMS CO	SUPPLIES	\$61.39
SIME, NATHAN	REIMBURSEMENT EXPENSE	\$150.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$9,079.55
SIOUX VALLEY GREENHOUSES	SERVICE	\$1,450.00
STAN HOUSTON EQUIP CO	SUPPLIES	\$217.00
STANGL, CHRIS	REIMBURSEMENT EXPENSE	\$2,684.06
STAR LAUNDRY INC	SERVICE	\$378.04
STUART C IRBY CO	SUPPLIES	\$828.76
SUNNE, DAN	REIMBURSEMENT EXPENSE	\$150.00
TEREX GLOBAL GMBH	GEARBOX	\$6,197.45
TITAN MACHINERY- WTN	SUPPLIES	\$2,059.38
TRAV'S OUTFITTER	SAFETY CLOTHING	\$170.00
UPS	SERVICE	\$57.09
US DEPT OF ENERGY WAPA	ANNUAL MAINTENANCE	\$3,000.00
USA BLUEBOOK	SUPPLIES	\$205.33
VERIFIED CREDENTIALS	SERVICE	\$95.00
WALMART COMMUNITY	SUPPLIES	\$120.02
WARBORG, BRYAN	REIMBURSEMENT EXPENSE	\$33.82
WARD, MARK	REIMBURSEMENT EXPENSE	\$194.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	SUPPLIES	\$749.61
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$286.32
WATERTOWN UNITED WAY	United Way	\$370.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$1,303.00
WEATHERGARD ROOFING	SERVICE	\$249.90
WESCO DISTRIBUTION INC	SUPPLIES	\$6,625.30
WILSON, MARK	REIMBURSEMENT EXPENSE	\$307.00
WW TIRE SERVICE INC	SERVICE	\$29.95
	TOTAL	\$392,695.00

Total October 2021 392,695.00; Transfer to City's General Fund 131,095.33, Muni Utilities Electric Water Gas 79,654.50; Missouri River Energy Services Power 2,293,291.25; BP Canada Energy Marketing Natural Gas 37,849.14; Dept. of Revenue Sales/Excise Tax 217,744.30; CPEP #3 Natural Gas 11,780.31, CPEP #4 Natural Gas 23,160.02, Sequent Energy Management Natural Gas 37,299.20, Northern Border Pipeline Capacity Charges 90,066.16, City Finance Office Garbage/Sewer \$542,616.76.

ITEM 7595

Pursuant to SDCL 1-25-2(3)(5) Luken moved with second by Thomas to move to Executive Session for discussion of contractual matters and discussing

pricing strategies. The Board will not take any action when they reconvene to regular session. Motion carried.

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

Motion by Luken with second by Carter 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 27th, day of September, 2021.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Lisa Carrico
Board President
Municipal Utilities Department