

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Monday, April 27<sup>th</sup>, 2020**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, April 27<sup>th</sup>, 2020 at 12:00 p.m. with President John Holley presiding.

Board members present: John Holley. Board Members Greg Solum, Lisa Carrico, Christine Carter and Mike Luken via teleconference. Board Liaison, member of City Council, Glen Vilhauer via teleconference. Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Mark Haider, John Lunde, Lisa Pahl and Attorney Vince Foley. Staff members via teleconference Jeff DeVille, Doug Enstad, Mark Meier, Kevin Krutter, Sheila Mennenga and Gina Brown. Media Dan Crisler, Public Opinion Newspaper via teleconference.

**ITEM 7340**

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

**ITEM 7341**

Motion by Carter with second by Solum to approve minutes of regular Board Meeting on March 30<sup>th</sup>, 2020. Motion carried unanimously upon roll call vote.

**ITEM 7342**

Public Comment: Board Liaison, member of City Council, Glen Vilhauer mentioned City Council will be meeting regarding decisions on businesses returning to normal and any thoughts or feedback is appreciated.

**ITEM 7343**

Motion by Luken with second by Carrico to Declare as Surplus the GPS Hiper GA Rover Topcon FC 2500 Data Collector. Motion carried unanimously upon roll call vote.

**ITEM 7344**

Motion by Carter with second by Solum to approve Board President to sign Exhibit C with Western Area Power Administration for Transmission Path and Delivery and Measurement Conditions. Motion carried unanimously by roll call vote.

**ITEM 7345**

Water Superintendent DeVille gave an overview of the 2019 Annual Water System Quality Report. He noted that there was one positive test in October 2019 and additional testing was done and it came back negative. This report will be posted on the Watertown Municipal Utilities website.

**ITEM 7346**

This being the time and place set for consideration of bids, the following were presented. Bids for Line Heater for the Gas Department. PVC Pipe, Installation of Water Mains and Hydrants for the Water Department. These bids were opened Thursday, April 23<sup>rd</sup>, 2020 at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

LINE HEATER: Two bids were received and upon review and recommendation by Magstadt, motion by Luken with second by Solum to award bid to valid bidder, Nelson Technologies, Eden Prairie, MN for a total of \$96,470. Motion carried unanimously upon roll call vote.

PVC PIPE: Five bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Solum to award bid to low valid bidder, Milbank Winwater Works for a total of \$35,277. Motion carried unanimously upon roll call vote.

INSTALLATION OF WATER MAINS: Two bids were received and upon review and recommendation by Magstadt, motion by Carrico with second by Luken to award bid to low valid bidder, AP & Sons, Summit, SD for a total of \$304,555. Motion carried unanimously upon roll call vote.

HYDRANTS: Two bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Luken to award bid to low valid bidder, Core and Main, Sioux Falls, SD for a total of \$86,789.12. Motion carried unanimously upon roll call vote.

**ITEM 7347**

Motion by Carter second by Solum to authorize to return checks to bidders. Motion carried unanimously upon roll call vote.

**ITEM 7348**

Open: Lehner presented three bill stuffers. Living Safely with Natural Gas, Mosquito Control and 211 Helpline Center.

**ITEM 7349**

Magstadt presented the Report on Operations and Projects, Electric, Projects Completed this Month: 10 outages for the month and 24 for the year, Dakota Drilling is starting to convert the overhead to underground. Gas, Projects Completed this Month: Relocated gas line at Duninick Plant. Water, Projects Completed this Month: No water main break for a total of 7 for the year, Cancelled the ice pigging project for now due to crew traveling in from Florida during COVID-19, Side #1 up flow structural repairs to be made. Engineering Tech. Projects Completed this Month: Locating a lot for Midco and Vast.

**ITEM 7350**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Ordering, receiving and stocking materials, Working on spring cleanup on our WMU properties and William Neale & Company to audit 2019 financials. Customer Service, Projects Completed this Month: Lobby and Service Department are still closed to the public. The drive-up, mail and drop boxes have been utilized through this closure to the public. Human Resources/Risk Management: In conjunction with all department heads, developed pandemic threat plan and split shift guidelines to follow during the ongoing COVID-19 pandemic, completed virtual interviews for open lineman position. IT has been working on COVID-19 preparation.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$588,733 above budget for the three months ending March 31<sup>st</sup>, 2020. Total Capital Additions are \$519,369 under budget for the three months ending March 31<sup>st</sup>,2020.

**ITEM 7351**

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 April 2020 Plus ACH Payroll Payments \$511,672.67. Change: K. Norsiden 21.35/hr. effective 4/15/2020, M. Rost 26.69/hr. effective 4/5/2020.

Name	Payable Description	Payment Amount
MAY 1, 2020		
ABC EMBROIDERY	SERVICE	\$9.90
ACTION BATTERY WHOLESALERS	WEST 12.5KV SWITCHGEAR BATT-CHRG SYS	\$17,409.00
ADVANCE PRODUCTS & SYSTEMS, LLC	SUPPLIES	\$983.94
AFLAC	CANCER PT	\$1,905.32
A-OX WELDING SUPPLY INC	SUPPLIES	\$713.01
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$1,596.59

AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$6,600.00
AUTO BODY SPECIALTIES	SUPPLIES	\$180.75
BATTERIES UNLIMITED INC	SUPPLIES	\$132.00
BENDIX IMAGING INC	SUPPLIES	\$66.99
BERNIE'S TELEPHONE & TECH	SERVICE	\$75.00
BORDER STATES ELECTRIC SUPPLY	PLASTIC GAS PIPE AS PER BID	\$44,912.23
BORNS GROUP	POSTAGE & MAILING	\$11,019.33
BRAGE, DOUGLAS J	REIMBURSEMENT EXPENSE	\$552.10
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$96.31
CE POWER ENGINEERED SERVICES, LLC	SERVICE	\$1,521.00
CENTURY LINK	PHONE SERVICE	\$298.26
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$8,232.09
CHEMCO SYSTEMS, LP	SUPPLIES	\$1,147.43
CHICAGO TUBE & IRON	PIPE AS PER BID	\$28,685.88
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CLAIMS ASSOCIATES	INSURANCE	\$250.00
CLARK ENGINEERING CORP	HWY 212 E. PHASE WATERMAIN REPLACE.	\$295.00
CODINGTON-CLARK ELECTRIC COOP. INC	WELLFIELD ELECTRIC SERVICE	\$5,903.85
CONNECTING POINT	SERVER UPGRADE	\$11,600.51
CONSULTING ENGINEERS GROUP INC	15TH AVENUE SUBSTATION	\$7,202.50
CORE & MAIN LP	SUPPLIES	\$2,322.04
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$307.04
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$2,619.79
DAKOTA DATA SHRED	SHREDDING SERVICE	\$68.45
DAKOTA RIGGERS & TOOL	SUPPLIES	\$24.41
DEPARTMENT OF HEALTH	WATER SAMPLES	\$427.00
DGR ENGINEERING	REVENUE METERING RELOCATION	\$1,572.50
DIAMOND VOGEL PAINT CENTER	SUPPLIES	\$134.16
DSG DAKOTA SUPPLY GROUP	WIRE AS PER BID	\$26,326.66
DTN, LLC	SUBSCRIPTION	\$489.00
DUININCK INC	SAND	\$3,044.11
EACHEN INC	SERVICE	\$362.14
ENGELSTAD ELECTRIC COMPANY	SERVICE	\$408.16
ENSTAD, DOUG	REIMBURSEMENT EXPENSE	\$39.10
ETHANOL PRODUCTS LLC	BULK CO2	\$1,985.47
FARNAMS GENUINE PARTS	SUPPLIES	\$887.45
FASTENAL COMPANY	SUPPLIES	\$114.55
FASTENER SOLUTIONS INC	SUPPLIES	\$1,694.33
FEDERAL EXPRESS CORP	SERVICE	\$130.92
FOLEY AND FOLEY LAW OFFICE, PC	LEGAL FEES	\$380.00
FRONTIER PRECISION INC	GPS RECEIVER	\$21,245.00
GRAYBAR ELECTRIC CO INC	WIRE AS PER BID	\$4,704.00
GROEBNER	RISERS	\$7,969.78
HAWKINS, INC.	SUPPLIES	\$1,124.49
IBEW LOCAL 426	UNION DUES	\$2,894.00
INGERSOLL RAND COMPANY	SUPPLIES	\$526.54
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$29.40
J H LARSON COMPANY	SUPPLIES	\$6,274.54
JOHNSON FEED, INC	BULK SALT	\$4,625.28
KARST, ADAM	REIMBURSEMENT EXPENSE	\$495.00

KORTERRA	SERVICE	\$600.00
LOCATORS & SUPPLIES INC	TRAFFIC CONES	\$2,547.31
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$2,725.81
MAC'S HARDWARE	SUPPLIES	\$411.56
MAGSTADT, BERT	EXPENSE REIMBURSEMENT	\$40.25
MARCO	COPIER LEASE	\$379.87
MATHESON TRI-GAS INC	SUPPLIES	\$79.84
MCKEEVER INC	SUPPLIES	\$502.33
MENARDS INC	SUPPLIES	\$1,675.70
MET LIFE	LIFE INSURANCE	\$1,314.23
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$215.72
MIDWEST AUTOMOTIVE INC	SUPPLIES	\$200.00
MILBANK COMMUNICATIONS INC	SUPPLIES	\$578.30
MILBANK WINWATER WORKS	SUPPLIES	\$1,787.52
MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY PROGRAM	\$7,387.50
MISSOURI RIVER ENERGY SERVICES	INFRARED INSPECTION SERVICE	\$3,932.50
MITCHELL, CRAIG	REFUND OF CREDIT ON ACCOUNT	\$1,500.00
MUELLER CO	SUPPLIES	\$1,090.11
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$548.68
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$35,680.85
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$8,753.32
NIEMANN, ANDY	REIMBURSEMENT EXPENSE	\$20.00
NORTHWEST PIPE FITTINGS INC	ROAD BOX PARTS	\$7,561.62
NORTHWESTERN ENERGY	SERVICE RIGHTS PAYABLE	\$3,046.00
NOVASPECT, INC.	REGULATORS	\$7,521.65
OFFICE PEEPS	SUPPLIES	\$665.82
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$140.20
PETE LIEN & SONS	BULK LIME	\$12,269.20
PIPELINE ASSN FOR PUBLIC AWARENESS	2020 ANNUAL DUES	\$705.00
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$542.92
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$160.72
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,134.11
PRO LINE INC	SUPPLIES	\$91.55
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$44.78
RELIABANK DAKOTA	TASC MED	\$5,635.35
RESCO	CUTOOTS	\$14,884.05
RONKE, SHANE	REIMBURSEMENT EXPENSE	\$1,250.00
RON'S SAW SALES	SERVICE	\$572.40
ROTH, KEENAN M	REIMBURSEMENT EXPENSE	\$2,406.50
RUNNING'S SUPPLY INC	SUPPLIES	\$231.97
SANFORD HEALTH OCCUP. MEDICINE	SCREENS	\$41.00
SD DEPT OF LABOR AND REGULATION	UNEMPLOYMENT REIMBURSEMENT	\$284.00
SD ONE CALL	LOCATES	\$88.20
SENSIT TECHNOLOGIES	SUPPLIES	\$994.40
SERVICEMASTER	JANITORIAL SERVICE	\$4,484.00
SETTJE, JOEY	REIMBURSEMENT EXPENSE	\$2,020.61
SIGN PRO	SUPPLIES	\$1,209.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$4,394.45
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$141.23
STAN HOUSTON EQUIP CO	RENTAL	\$364.90

STAR LAUNDRY INC	SERVICE	\$354.51
STRUSS, SCOTT	REIMBURSEMENT EXPENSE	\$1,256.36
STUART C IRBY CO	SUPPLIES	\$809.17
STURDEVANTS AUTO PARTS	SUPPLIES	\$236.19
SUBSURFACE SOLUTIONS	SUPPLIES	\$745.86
TEREX USA, LLC	SUPPLIES	\$257.14
TERMINAL SUPPLY CO.	SUPPLIES	\$79.57
TODD REMACLE	REIMBURSEMENT EXPENSE	\$1,250.00
TOOL TIME RENTAL	RENTAL	\$35.00
TRAV'S OUTFITTER	SAFETY CLOTHING	\$260.00
TYNDALE COMPANY INC	SAFETY CLOTHING	\$374.90
USA BLUEBOOK	SUPPLIES	\$1,798.41
VAN DIEST SUPPLY COMPANY	GRANULAR HERBICIDE	\$8,430.00
VEEDER'S COLLISION CENTER INC.	SERVICE	\$1,044.54
WALMART COMMUNITY	SUPPLIES	\$49.31
WARBORG, BRYAN	REIMBURSEMENT EXPENSE	\$1,250.00
WATERTOWN DEVELOPMENT COMPANY	REVOLVING LOAN FUND CONTRIBUTION	\$218,690.00
WATERTOWN FORD CHRYSLER	TRUCK PER STATE BID (UNIT#19)	\$25,681.00
WATERTOWN FORD CHRYSLER	SUPPLIES	\$114.98
WATERTOWN FORD CHRYSLER	SUPPLIES	\$200.00
WATERTOWN FORD CHRYSLER	SERVICE	\$64.20
WATERTOWN PUBLIC OPINION	PUBLISHINGS & ADVERTISEMENTS	\$1,506.81
WATERTOWN UNITED WAY	UNITED WAY	\$424.00
WATERTOWN WHOLESALE	SUPPLIES	\$474.76
WAYTEK INC	SUPPLIES	\$247.17
WEISMANTEL RENT-ALL	RENTAL	\$80.00
WESCO DISTRIBUTION INC	SUPPLIES	\$10,554.20
	TOTAL	\$666,489.41

Total April 2020 \$666,489.41; Transfer to City's General Fund \$116,433.33, Qtrly US Bank - \$413,660.20, Muni Utilities Electric Water Gas \$36,127.59; Missouri River Energy Services Power \$1,596,792.88; BP Canada Energy Marketing Natural Gas \$280,047.18; Dept. of Revenue Sales/Excise Tax \$202,421.06; CPEP #3 Natural Gas \$38,299.73, CPEP #4 Natural Gas \$35,762.38, Sequent Energy Mgmt. Natural Gas \$85,642.75, Northern Border Pipeline Natural Gas Tap \$106,087.58, City Finance Office Garbage/Sewer \$396,734.71.

#### **ITEM 7352**

The Board set date of Thursday, May 28 at noon for May Board Meeting.

#### **ITEM 7353**

Pursuant to SDCL 1-25-2(3) Luken moved with second by Solum to move to Executive Session for discussion of contractual matters. The Board does

expect to take-action when they reconvene to regular session. Motion carried unanimously upon roll call vote.

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

Motion by Luken with second by Carter to approve waiving May's late fees and disconnect fees. Motion carried unanimously upon roll call vote.

Motion by Carter with second by Carrico 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 27<sup>th</sup>, day of April, 2020.

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

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Lisa Pahl  
Board Secretary  
Municipal Utilities Board

John Holley  
Board President  
Municipal Utilities Department