

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

FRIDAY, FEBRUARY 26TH, 2021

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Friday, February 26th, 2021 at 12:00 p.m. with President Greg Solum presiding.

Board members present: Greg Solum, Chris Carter and Lisa Carrico. Board Members via teleconference: Mike Luken and Dan Brenden. Board Liaison, member of City Council, Glen Vilhauer via teleconference, Staff members present: Steve Lehner, Adam Karst, Bert Magstadt, Mark Haider and Attorney Vince Foley. Staff Members via teleconference Lisa Pahl, Jeff DeVille, John Lunde, Gina Brown, Kevin Kruiter, Brian Benson, and Mark Meier. Guests: Via teleconference Mayor Sara Caron.

ITEM 7485

Motion by Carter with second by Carrico to approve the Agenda. Motion carried.

ITEM 7486

Motion by Carrico with second by Carter to approve minutes of regular meeting on January 28, 2021 Board Meeting. Motion carried.

ITEM 7487

Public Comment: None

ITEM 7488

Motion by Carter with second by Carrico to approve the General Manager to sign the SD State Force Account Agreement for the Hwy 212 - Phase II. Motion carried. This agreement states the South Dakota Department of Transportation will pay estimated cost of \$30,852.66 to relocate powerline for a new approach for Montgomery Furniture. Montgomery Furniture will pay the remainder, if they proceed.

ITEM 7489

Motion by Luken with second by Carrico to authorize to invite a motion to Approve the 10th Ave N Watermain Replacement Construction Agreement contingent on the City Councils approval on March 1, 2021. Motion carried.

ITEM 7490

This being the time and place set for consideration of bids, the following were presented. Bids for the Backhoe for Gas Department, Bill Processing and Mailing Service for the Office, Replacing Existing Main Distribution Areas for

Water Department and Installation of Flood Wall Berm for Electric Department. These bids were opened Tuesday, February 9th, 2021 and Wednesday, February 24th, 2021 at 1:30 PM by the Watertown Municipal Utilities Staff as authorized by the Board.

Backhoe: Two bids were received and upon review and recommendation by Magstadt, motion by Carter with second by Carrico to award bid to low valid bidder Titan Machinery, Sioux Falls, SD for \$76,545.00 after trade-in. RDO Equipment of Sioux Falls SD was low bidder but was rejected because it did not meet specs. Motion carried.

Bill Processing and Mailing Service: One bid was received and upon review and recommendation by Karst, motion by Carter with second by Carrico to award bid to low valid bidder, Borns Group, Watertown, SD for \$320,486.00 for three-year contract. Motion carried.

Replacing Existing Main Distribution Areas: Four bids were received and upon review and recommendation by Magstadt, Motion by Luken with second by Carrico to award bid to low valid bidder, AP & Sons, Summit, SD for \$225,436.50. Motion carried.

Installation of Flood Wall Berm at Pelican Sub: One bid was received and upon review and recommendation by Magstadt, Motion by Luken with second by Carter to award bid to low valid bidder, Clausen & Sons Construction, Watertown, SD for \$103,054.00. Motion carried.

ITEM 7491

Motion by Carter with second by Carrico to authorize to return checks to bidders. Motion carried.

ITEM 7492

Open: Lehner extended an invite to the Board to the BISCO luncheon either in person or online. It is being held March 16, 2021 from 11:30 am -1:00 pm. Lehner also presented a Bill Stuffer - Dash Around Kampeska. Board Member Luken would like to congratulate the whole team at the utilities along with past and present Board Members, for the great job they have done with gas purchases. Lehner mentioned that this past polar vortex and the things that went on in Texas and down south show how important it is to have solid reserves.

ITEM 7493

Old Business: The Board set Special Session Board Meeting for Friday, March 12, 2021 at noon to discuss the MRES transmissions rebate.

ITEM 7494

Magstadt presented the Report on Operations and Projects, Electric, Projects Completed this Month: Magstadt announced the retirement of Electric Meter Foreman Jeff Determan as of March 19, 2021. He thanked Jeff for his service here at WMU. Electric Projects Completed this Month: 6 Electrical Outage for 2021. Projects in Progress: Switching out Uptown Substation to inspect Breakers and Bus work for upcoming Bus upgrade. Gas, Projects in Progress: APGA Public Awareness Survey of customers via phone conducted by outside company. This is done once every four years a requirement to gauge our customers awareness of natural gas safety, the Gas Department passed the State OPS Public Awareness audit. Water, Projects Completed this Month: 7 water main breaks total of 13 for the season. Engineering Tech, Projects Completed this Month: Finalizing drawings and designs and getting ready for the construction season.

ITEM 7495

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: Ordering, receiving and stocking materials, purchasing of items to gear up for spring construction. Upcoming Projects: 2020 Audit by William Neal & Co. Customer Service, Projects Completed this Month: 14,074 payments collected for a total of \$4,780,654 total of 54,480 services billed for a total of \$4,848,960. Karst Congratulated Gina Brown for passing the MRES Lead Course program. Human Resources/Risk Management: Set up new on-line employment application process through Applicant Pro. Retirement of Jeff Determan, Electric Meter Foreman, effective 3/19/2021, Will be interviewing for summer temp/intern positions in March. 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 \$173,946 above budget for the one month ending January 31st, 2021. Total Capital Additions are \$15,080 under budget for the one month ending January 31st, 2021.

ITEM 7496

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 February 2021 Plus ACH Payroll Payments \$566,318.18.

Name	Payable Description	Payment Amount
March 1, 2021		
ABC EMBROIDERY	SERVICE	\$34.65
ADVANCED ENGINEERING AND ENV. SERVICES, LLC	STUDY & REPORT	\$1,963.87
AFLAC	CANCER PT	\$1,724.08
A-OX WELDING SUPPLY INC	SUPPLIES	\$957.17
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$6,600.00
BATTERIES UNLIMITED INC	SUPPLIES	\$2,255.00
BENDIX IMAGING INC	SUPPLIES	\$289.98

BERNIE'S TELEPHONE & TECH	SERVICE	\$75.00
BIG SIOUX WATER FESTIVAL	CONTRIBUTION	\$1,250.00
BISCO	2021 MEMBERSHIP	\$300.00
BORDER STATES ELECTRIC SUPPLY	ENCLOSURES & SUPPLIES	\$66,619.69
BORNS GROUP	POSTAGE & MAILING	\$9,214.94
BRIAN'S GLASS & DOOR INC	SUPPLIES	\$250.00
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$42.97
CENTURY LINK	PHONE SERVICE	\$308.11
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$2,160.01
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CITY OF WATERTOWN	MILL AND OVERLAY	\$40,780.00
CIVIL DESIGN INC	10TH AVE N RECONSTRUCTION	\$6,257.50
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$5,399.76
CONNECTING POINT	SOFTWARE MAINTENANCE	\$2,042.00
CONSULTING ENGINEERS GROUP INC	UPTOWN SWITCHGEAR	\$9,050.00
CONTROL EQUIPMENT SALES, INC	SUPPLIES	\$1,029.27
CORE & MAIN LP	SUPPLIES	\$6,502.65
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$290.74
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$109.54
DAKOTA BODIES LLC	ENERGY INCENTIVE REBATE	\$3,600.00
DAKOTA DATA SHRED	SHREDDING SERVICE	\$155.90
DAKOTA RIGGERS & TOOL	SUPPLIES	\$571.87
DE NORA WATER TECHNOLOGIES	SUPPLIES	\$268.91
DEPARTMENT OF HEALTH	WATER SAMPLES	\$914.00
DEVILLE, JEFF	REIMBURSEMENT EXPENSE	\$70.00
DTN, LLC	SUBSCRIPTION	\$531.00
DYNAMIC ENGINEERING	SUPPLIES	\$1,107.75
ELEMENT MATERIALS TECHNOLOGY	WELDER QUALIFICATION	\$450.00
ENDERSON, MARSHA	REIMBURSEMENT EXPENSE	\$456.70
ENERGY BUSINESS NETWORK, LLC	ENERGY RISK REPORT SUBSCRIPTION	\$1,140.00
ENERGY ECONOMICS INC	SERVICE	\$2,369.30
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC	GIS SOFTWARE	\$5,000.00
ETHANOL PRODUCTS LLC	BULK CO2	\$1,437.78
FARNAMS GENUINE PARTS	SUPPLIES	\$1,391.43
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$99.00
FASTENAL COMPANY	SUPPLIES	\$1,370.67
FEDERAL EXPRESS CORP	SERVICE	\$639.95
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$352.99
FLUKE ELECTRONICS CORPORATION	SERVICE	\$127.00
FOLEY AND FOLEY LAW OFFICE, PC	JANUARY LEGAL FEES	\$800.00
FRANZ REPROGRAPHICS, INC.	SUPPLIES	\$64.57
G & R CONTROLS INC.	SERVICE	\$356.50
GLACIAL LAKES RADIATOR	SUPPLIES	\$755.00
GRAF SIGN PRO OF WATERTOWN LLC	SUPPLIES	\$750.00
GRAINGER	SUPPLIES	\$669.82
GROEBNER	RISERS	\$5,894.77
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$1,990.18
HUMAN SERVICE AGENCY	EAP SERVICES	\$90.00
IBEW LOCAL 426	UNION DUES	\$2,896.00
ITRON INC	SUBSCRIPTION	\$570.00
J H LARSON COMPANY	METER SOCKETS & SUPPLIES	\$9,595.43
JURGENS PRINTING INC	SUPPLIES	\$118.00
KOONS GAS MEASUREMENT	METERS	\$33,891.99

LAKE CITY FIRE EQUIPMENT, LLC	SUPPLIES	\$40.12
LOCATORS & SUPPLIES INC	SERVICE	\$424.48
MACK CONCRETE & HAULING LLC	CRUSHED CONCRETE & HAULING	\$3,094.29
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$557.06
MAC'S HARDWARE	SUPPLIES	\$1,103.41
MARCO	COPIER LEASE	\$352.49
MATHESON TRI-GAS INC	SUPPLIES	\$465.11
MCKEEVER INC	SUPPLIES	\$144.57
MEGGER	SUPPLIES	\$1,413.49
MENARDS INC	SUPPLIES	\$1,137.68
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$105.00
MET LIFE	LIFE INSURANCE	\$1,321.77
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$221.03
MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY PROGRAM	\$7,425.00
MISSOURI RIVER ENERGY SERVICES	REGISTRATION FEE	\$2,587.80
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$381.13
MUNICIPAL UTILITIES CREDIT CARD FU	REIMBURSE THE CREDIT CARD FUND	\$71.40
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$990.95
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$1,957.09
NELSON TECHNOLOGIES INC	SUPPLIES	\$3,137.04
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$2,886.50
NOVASPECT, INC.	REGULATOR PARTS	\$15,865.97
OFFICE PEEPS	SUPPLIES	\$937.79
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$70.65
PAHL, TIMOTHY A	REIMBURSEMENT EXPENSE	\$124.80
PARA UX LLC	2021 WEBSITE HOSTING	\$100.00
PETE LIEN & SONS	BULK LIME	\$12,775.90
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$547.48
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$195.68
PRECO INC	ODORIZER PARTS	\$2,088.29
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$902.59
RC FIRST AID	SUPPLIES	\$55.50
RELIABANK DAKOTA	FLEX MED	\$7,020.68
RESCO	CUTOUPS	\$13,245.84
RONKE, SHANE	REIMBURSEMENT EXPENSE	\$70.00
RON'S SAW SALES	SUPPLIES	\$174.17
RUNNING'S SUPPLY INC	SUPPLIES	\$756.83
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SCREENS	\$129.00
SCHOOL BOARD OF ED	LATI ENERGY INCENTIVE REBATE	\$2,775.60
SD ONE CALL	LOCATES	\$135.45
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SHIRTS IN THE WORKS	SUPPLIES	\$125.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$4,628.29
SPEE-DEE DELIVERY SERVICE INC	SERVICE	\$95.61
STAN HOUSTON EQUIP CO	SUPPLIES	\$35.54
STAR LAUNDRY INC	SERVICE	\$461.09
STARR, TANNER E	REIMBURSEMENT EXPENSE	\$35.00
STUART C IRBY CO	SUPPLIES	\$3,576.25
STURDEVANTS AUTO PARTS	SUPPLIES	\$810.17
T & R ELECTRIC SUPPLY COMPANY INC	SERVICE	\$105.00
TECH PRODUCTS INC	SUPPLIES	\$71.70
TECHNOLOGY FOR ENERGY CORPORATION	SERVICE	\$1,496.21
TITAN MACHINERY- WTN	SERVICE	\$167.70

TITAN MACHINERY-SF	SUPPLIES	\$1,456.75
USA BLUEBOOK	SUPPLIES	\$1,616.76
UTILITY SERVICE CO., INC	WATER TOWER MAINTENANCE	\$237,337.88
VESSCO INC	VALVES & ACCUATORS FOR FILTERS	\$21,977.98
WATERTOWN AREA CHAMBER OF COMMERCE	2021 ANNUAL MEMBER DUES	\$547.33
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS & ADVERTISEMENTS	\$2,065.39
WATERTOWN UNITED WAY	United Way	\$412.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$933.50
WESCO DISTRIBUTION INC	SUPPLIES	\$2,142.59
WHEELCO	SUPPLIES	\$29.62
WILSON BOHANNAN COMPANY	PADLOCKS	\$1,494.17
	TOTAL	\$628,974.60

Total February 2021 628,974.60; Transfer to City's General Fund 131,095.33, Muni Utilities Electric Water Gas 44,425.51; Missouri River Energy Services Power 1,903,799.08; BP Canada Energy Marketing Natural Gas 318,779.46; Dept. of Revenue Sales/Excise Tax 223,638.88; CPEP Natural Gas 182,448.80, CPEP HEDGE Natural Gas 6,900.00, Sequent Energy Mgmt. Natural Gas 138,835.22, Northern Border Pipeline Capacity Charges 90,066.16, City Finance Office Garbage/Sewer 477,093.24.

ITEM 7497

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 26th, day of February, 2021.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Greg Solum
Board President
Municipal Utilities Department