

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING
Wednesday, May 29th, 2024

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Wednesday, May 29, 2024, at 12:00 p.m. with Vice President Mike Luken presiding.

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

ITEM 8026

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

ITEM 8027

Motion by Larkin with second by Thomas to approve minutes of Regular Board Meeting on April 29, 2024. Motion carried.

ITEM 8028

Public Comment - Board Member Larkin asked how much the utilities pay for the minutes to be published in the paper. The average is \$250 dollars a month.

ITEM 8029

Motion by Thomas with second by Larkin to authorize to go out for bids for drilling well #39. Motion carried.

ITEM 8030

Motion by Larken with second by Thomas to authorize General Manager to sign Professional Engineering Service Agreement with HDR for 2024 Neighborhood Projects. Motion carried.

ITEM 8031

Motion by Thomas with second by Larkin to approve change order for 3rd Ave NW (Mellette) Project Watermain Replacement for reseeding. The amount of the change order is \$12,027.45. Motion carried.

ITEM 8032

Motion by Larkin with second by Thomas to Declare as Surplus the Electric SCADA Software updates for Transmission and Distribution. Motion carried.

ITEM 8033

Open: a)Lehner invited the Board to tour the Red Rock Hydroelectric Project this summer in Pella, Iowa. Tour dates are scheduled for Wednesday, July 31, August 28,

and September 25. b) Safety Picnic is scheduled for Tuesday, June 4th, 2024, from 11:30am to 1:00 pm.

ITEM 8034

Old Business: June Board Meeting is set for Wednesday, June 26, 2024, at noon.

ITEM 8035

Magstadt presented the Report on Operations and Projects. Electric Department, Projects Completed this Month: 4 outages for a total of 24 unscheduled outages for 2024, Installed single-phase underground primary on Mayfair Dr, Installed three-phase underground primary and cabinet at Hwy 20 Dollar General. Gas Department, Projects Completed this Month: Moved 6" riser at asphalt plant, repaired 1 gopher leak south of WAPA, and Watertown achieved GOLD status on the APGA SOAR Award for 2024. Water Department, Projects Completed this Month: 0 main breaks for May. Projects Starting next month: Testing 20" water main to Mellette Booster Station, finishing Water Treatment Plant chlorine and slaker installations. Engineering Tech, Projects Completed this Month: 529 one call locates for April 2024, laying out the gas and water for the new bike trail on South Lake Dr., staking and locating other projects.

ITEM 8036

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in Progress: AMI Grant update, the cost share changed from 45% Grant/55% WMU portion to 50%/50% split, (2) new boilers to be installed through Johnson Control starting June 10th, RFP for a new phone system is being drafted to be sent out soon, asphalt and concrete repairs to streets and private properties to start. Customer Service Projects Completed this Month: 15,403 Payments collected for a total of \$5,849,570 and 56,869 services billed for a total of \$5,142,423. Human Resources/Risk Management: Continues to assist Watertown Development Company with HR-related needs, completed interviews and began onboarding summer temps, retirement of Kevin Krutter, Purchasing, Facilities & Accounting Supervisor, posted Kevin's position - accepting applications through July 15, 2024. Information Systems: Working with Kevin on the new phone system RFP, 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 \$1,017,101 above budget for the four months ending April 30th, 2024. Total Capital Additions are \$1,838,531 under budget for the four months ending April 30th, 2024.

ITEM 8037

Motion made by Luken with second by Brenden to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for May 2024 Plus ACH Payroll Payments \$663,029.41. Rehire: W. Sime \$17.50/hr., effective 5/6/2024, New: I. Schake \$17.50/hr., effective 5/13/2024, T. Sudenga \$18.50/hr., effective 5/13/2024, Z.

Clausen \$18.50/hr., effective 5/13/2024, D. Meland 18.50/hr., effective 5/20/2024.

Name	Payable Description	Payment Amount
June 3, 2024		
ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC	MELLETT WATERMAIN EXTENSION	\$21,633.75
AFLAC	ACCIDENT	\$1,574.10
AGWRX	SUPPLIES	\$400.00
APPLICANT PRO	SERVICE	\$236.00
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$5,000.00
AUSTIN, STRAIT, BENSON, THOLE AND KOEHN, LLP	APRIL LEGAL FEES	\$40.00
AUTO VALUE WATERTOWN	SUPPLIES	\$553.97
BENDIX IMAGING INC	SUPPLIES	\$303.99
BENSON, BRIAN	REIMBURSEMENT EXPENSE	\$182.00
BORDER STATES ELECTRIC SUPPLY	ELECTRIC METERS	\$16,775.54
BORNS GROUP	POSTAGE & MAILING	\$11,551.78
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$147.81
CARTER, CHRISTINE	REIMBURSEMENT EXPENSE	\$304.69
CARTNEY BEARING & SUPPLY	SUPPLIES	\$104.13
CENTURY LINK	PHONE SERVICE	\$315.68
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$4,827.71
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CITY OF WATERTOWN	ENERGY INCENTIVE REBATE	\$51,482.30
CODINGTON COUNTY REGISTER OF DEEDS	EASEMENT	\$39.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$6,350.64
CONNECTING POINT	SOFTWARE MAINTENANCE	\$1,268.60
CORE & MAIN LP	SUPPLIES	\$17,238.16
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$112.33
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$1,232.44
DAKOTA DATA SHRED	SHREDDING SERVICE	\$82.91
DAKOTA DIRECTIONAL LLC	SERVICES - PRIMARY, SECONDARY, STREET LIGHTS, ESCA	\$147,389.77
DAKOTA RIGGERS & TOOL	SUPPLIES	\$834.68
DEPARTMENT OF HEALTH	WATER SAMPLES	\$444.00
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$1,892.53
DUININCK INC	SERVICE - WATER MAIN EXTENSION	\$108,935.08
DYNAMIC DENTAL	ENERGY INCENTIVE REBATE	\$2,354.00
ENERGY LABORATORIES INC	WATER TESTING	\$1,492.00
ETHANOL PRODUCTS LLC	BULK CO2	\$1,385.04
FASTENAL COMPANY	SUPPLIES	\$474.25
FASTENER SOLUTIONS INC	SUPPLIES	\$546.00
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$157.50
FOLEY AND FOLEY LAW OFFICE, PC	APRIL LEGAL FEES	\$1,224.50
FORTNA EQUIPMENT CO	SUPPLIES	\$212.00
GANNETT MEDIA CORP	PUBLISHERS	\$435.95
GROEBNER	METER LOOPS	\$16,787.72
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$17,650.36
IBEW LOCAL 426	UNION DUES	\$4,302.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$335.00
ITRON INC	HARDWARE/SOFTWARE MAINTENANCE	\$12,503.66
J H LARSON COMPANY	SUPPLIES	\$2,058.39
JURGENS PRINTING INC	SUPPLIES	\$445.00
JUSTIN'S LAWN & TREE SERVICE	SERVICE	\$600.00
KEY CONTRACTING INC	SERVICE - 115KV SWITCH WORK	\$20,355.50
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$144.72
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$352.00
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$2,112.83
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$65.74
MAC'S HARDWARE	SUPPLIES	\$429.12
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$3,090.69
MATHESON TRI-GAS INC	SUPPLIES	\$218.39
MCKEEVER INC	SUPPLIES	\$210.00
MENARDS INC	SUPPLIES	\$1,392.75
MENNENGA, SHEILA	REIMBURSEMENT EXPENSE	\$385.42
MET LIFE	LIFE INSURANCE	\$1,678.08
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$203.39
MILBANK WINWATER WORKS	SUPPLIES	\$537.99
MISSOURI RIVER ENERGY SERVICES	SERVICE	\$333.50
MITCHELL REPAIR INFORMATION COMPANY, LLC	2024 SUBSCRIPTION	\$2,880.00
MORTON BUILDING INC	ENERGY INCENTIVE REBATE	\$861.21
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$477.64
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$2,974.55
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$6,998.62
NAPA CENTRAL	SUPPLIES	\$917.35
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$1,059.70
NOVASPECT, INC.	SUPPLIES	\$258.58
OFFICE PEEPS	SUPPLIES	\$654.91
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$29.99

PAYMENTUS GROUP INC.	SERVICE	\$89.55
PETE LIEN & SONS	BULK LIME	\$23,558.60
POMP'S TIRE SERVICE, INC.	SUPPLIES - UNIT 43	\$667.52
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,309.90
RC FIRST AID	SUPPLIES	\$119.00
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$24.70
RELIABANK DAKOTA	FLEX MED	\$6,563.97
RESCO	ELBOW ARRESTORS	\$6,307.68
REVOLT ELECTRICAL SERVICES INC.	MAINTENANCE & TESTING ON TRANSFORMERS	\$17,730.00
RICE LAKE WEST	WTP EQUIPMENT REPLACEMENT	\$143,586.33
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RUNNING'S SUPPLY INC	SUPPLIES	\$216.24
SANFORD WATERTOWN OCCUPATIONAL MEDICINE	SERVICE	\$49.00
SD PUBLIC UTILITIES COMMISSION	PIPELINE SAFETY ASSESSMENT	\$7,135.93
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$8,056.22
STAN HOUSTON EQUIP CO	SUPPLIES	\$937.80
STAR LAUNDRY	SERVICE	\$603.41
STROMSETH DIRT WORKS LLC	SUPPLIES	\$1,068.00
STUART C IRBY CO	TRANSFORMERS AS PER BID	\$48,983.27
TEREX USA, LLC	SUPPLIES	\$1,415.45
TERRY-DURIN CO.	SUPPLIES	\$2,842.95
TITAN MACHINERY- WTN	SERVICE - UNIT 25	\$1,205.73
TITAN MACHINERY-SF	SUPPLIES	\$2,477.80
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	\$320.00
TRAV'S OUTFITTER	SAFETY CLOTHING	\$831.00
USA BLUEBOOK	SUPPLIES	\$501.67
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN LAWN & GARDEN	SUPPLIES	\$72.00
WATERTOWN UNITED WAY	United Way	\$225.00
WATERTOWN WHOLESALE INC	SUPPLIES	\$181.65
WESCO DISTRIBUTION INC	TRANSFORMERS AS PER BID	\$134,014.75
WINSUPPLY OF WATERTOWN	SUPPLIES	\$238.66
	TOTAL	\$937,883.41

Total May 2024 \$937,883.41; Transfer to City's General Fund \$120,500.00, Muni Utilities Electric Water Gas \$46,749.92; Missouri River Energy Services Power \$1,511,978.05; BP Canada Energy Marketing Natural Gas \$75,637.80; Dept. of Revenue Sales/Excise Tax \$212,993.12; CPEP #3 Natural Gas \$13,156.50, CPEP #4 Natural Gas \$21,228.00, CPEP #5 Natural Gas \$11,580.00, CPEP #3 Hedge \$23,210.01, CPEP #4 Hedge \$17,823.08, Sequent Energy Mgmt \$80,454.00, City Finance Office Garbage/Sewer \$659,547.03.

ITEM 8038

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 29th, day of May, 2024.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Michael Luken
Board Vice President
Municipal Utilities Department