

**MINUTES OF MUNICIPAL UTILITIES BOARD MEETING**

**Monday, September 26, 2022**

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, September 26, 2022, at 12:00 p.m. with President Lisa Carrico presiding.

Board members present: Lisa Carrico, Chris Carter, Mike Luken and Rich Thomas via Teams Meeting. Absent Dan Brenden and Board Liaison, member of City Council, Mike Danforth. Staff members present: Steve Lehner, Bert Magstadt, Adam Karst, Brian Benson, Mark Meier, Dan LeVasseur, Sheila Mennenga, Gina Brown, Lisa Pahl and Attorney Vince Foley. Wayne Lovelis via Teams Meeting. Media Jen Pendley, KXLG Radio and guest Michelle Kakacek, Watertown Development Company.

**ITEM 7744**

Motion by Carter with second by Luken to approve the agenda with the following changes by moving Item 5 & 6 after Executive Session Item 16 and remove Item 8. Motion carried.

**ITEM 7745**

Motion by Luken with second by Thomas to approve minutes of regular Board Meeting held on August 29<sup>th</sup>, 2022. Motion carried.

**ITEM 7746**

Public Comment - None

**ITEM 7747**

Karst presented a report of unclaimed property to be reported to the state. Motion by Carter with second by Luken to approve to cancel these check numbers and direct these funds to the South Dakota Unclaimed Property division. Motion carried.

**ITEM 7748**

The board set date of Monday, November 7, 2022, at 7:00 am for Finance Committee Meeting in the Watertown Municipal Utilities Board Meeting.

**ITEM 7749**

Open: a) Lehner presented the bill stuffer Living Safely with Natural Gas  
b) An invite was extended to the Board to attend one of the MRES Area Meetings.

**ITEM 7750**

New Business: Lehner gave an invite to the Board to attend the SD Municipal League Annual Conference on October 5-7, 2022, held in Watertown.

**ITEM 7751**

Magstadt presented the Report on Operations and Projects. Electric, Projects completed this month: 6 outages this month for a total of 77 unscheduled outages in 2022, LATC conversion project complete and poles removed. Gas, Projects completed this month: Installed meter and set regulators for Northern Border Pipeline heater, 3,000' main installed in various projects around town. Water, Projects completed this month: Three water main breaks for a total of 13 for the 2021-2022 season, Wayne Lovelis, Mark Ward, and Bert Magstadt toured the Lewis and Clark Water Treatment Plant near Vermillion to investigate a chlorine injection system for our treatment plant. Engineering Tech, Projects completed this month: 726 one-call locates for August 2022.

**ITEM 7752**

Karst presented the report on Administration and Financial Statements, Purchasing, Accounting and Facilities, Projects in progress: Working on FEMA event from the May 12<sup>th</sup> Storm, fall spraying for weeds and shutting off sprinkler systems, working on 2023 budget. Customer Service: 15,098 payments collected for a total of \$6,178,696 and 56,093 services billed for a total of \$5,101,708. Human Resources/Risk Management: Completed negotiations with the union to determine final plan option and caps, continue to review Staff options for insurance, waiting for additional information from the City regarding their renewal, waiting to hear back from SD health Pool on whether they will quote us, Sanford has sent us a quote and Avera has declined to cover the small group, completed annual Safety Benefits Award application. Information Systems: Normal monthly IT maintenance and troubleshooting.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$378,111 over budget for the eight months ending August 31<sup>st</sup>, 2022. Total Capital Additions are \$1,923,622 under budget for the eight months ending August 31<sup>st</sup>, 2022.

**ITEM 7753**

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 2022 Plus ACH Payroll Payments \$616,342.09. Term Summer Temps: H. Tweten 8/16/2022, B. Maag 8/15/2022, B. Byer 8/3/2022, A. Rudd 8/12/2022 and W. Sime 8/18/2022.

Name	Payable Description	Payment Amount
October 3, 2022		
ABC EMBROIDERY	SERVICE	\$39.15
ACTIVE HEATING INC	SERVICE	\$1,352.77
ADVANCED ENGINEERING AND ENVIRONMENTAL SERV., LLC	STUDY & REPORT	\$11,894.80
AFLAC	CANCER PT	\$1,662.25
AGWRX COOPERATIVE - PELICAN	SUPPLIES	\$480.00
AMARIL UNIFORM COMPANY	SAFETY CLOTHING	\$128.10
A-OX WELDING SUPPLY INC	SUPPLIES	\$596.43
AQUA-PURE INC	SUPPLIES	\$1,470.50
ARROW EDUCATION FOUNDATION OFFICE	HARVEST 2022	\$1,000.00
ARS/PRO-TEC	SERVICE	\$777.86
AUTO VALUE WATERTOWN	SUPPLIES	\$740.26
BATTERIES UNLIMITED INC	SUPPLIES	\$35.00
BELL LUMBER & POLE CO	POLES	\$24,719.00
BENCHMARK FOAM INC	ENERGY INCENTIVE REBATE	\$7,845.00
BORDER STATES ELECTRIC SUPPLY	METERS	\$46,656.24
BORNS GROUP	POSTAGE & MAILING	\$9,377.48
BRIAN'S GLASS & DOOR INC	SUPPLIES	\$300.00
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$157.98
BUTLER MACHINERY CO	SERVICE - GENERATOR	\$3,412.83
CARTNEY BEARING & SUPPLY	SUPPLIES	\$121.10
CENTURY LINK	PHONE SERVICE	\$315.49
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,936.18
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CINDY KUEMPER	ENERGY INCENTIVE REBATE	\$300.00
CODINGTON COUNTY REGISTER OF DEEDS	SUPPLIES	\$35.00
CODINGTON-CLARK ELECTRIC COOPERATIVE INC	WELLFIELD ELECTRIC SERVICE	\$7,237.28
CONNECTING POINT	SOFTWARE MAINTENANCE	\$793.00
CONVERGINT TECHNOLOGIES LLC	SERVICE	\$65.00
CORE & MAIN LP	VALVES AS PER BID	\$86,473.53
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$117.29
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$461.46
DAKOTA DATA SHRED	SHREDDING SERVICE	\$73.44
DEPARTMENT OF HEALTH	WATER SAMPLES	\$680.00
DISCOUNT SEEDS, INC.	LAWN SEED	\$880.00
DSG DAKOTA SUPPLY GROUP	WIRE	\$12,029.54
DTN, LLC	SUBSCRIPTION	\$541.00
DUININCK INC	GRAVEL, CRUSHED CONCRETE	\$10,335.22
DYNAMIC ENGINEERING	ENERGY INCENTIVE REBATE	\$3,294.00
EAST RIVER ELEC POWER COOP	SERVICE - 5-12-22 STORM	\$72,978.15
ELECTRIC MOTORS & MOORE INC	SUPPLIES	\$277.75
ENERGY ECONOMICS INC	SERVICE	\$909.67
ENERGY LABORATORIES INC	WATER TESTING	\$1,448.00
ENGELSTAD ELECTRIC COMPANY	SERVICE - REPAIR BROKEN FIBER	\$13,989.30
ETHANOL PRODUCTS LLC	BULK CO2	\$5,679.18
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$295.89
FASTENAL COMPANY	SUPPLIES	\$596.11
FEDERAL EXPRESS CORP	SERVICE	\$97.88
FIDELITY SECURITY LIFE INSURANCE CO. (EYEMED)	VISION INSURANCE	\$421.43
FOLEY AND FOLEY LAW OFFICE, PC	AUGUST LEGAL FEES	\$885.00
FRANKLIN PRESS INC	2022 GAS FLYER INSERTS	\$3,969.49
GRAINGER	SUPPLIES	\$687.92
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$3,831.04
IBEW LOCAL 426	UNION DUES	\$3,520.00
IMEG	HWY 212 E PHASE WATERMAIN REPLACEMENT	\$8,175.01
INDUSTRIAL SALES COMPANY, INC	SUPPLIES	\$413.01
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$204.40
J H LARSON COMPANY	SUPPLIES	\$577.72
KOONS GAS MEASUREMENT	SUPPLIES	\$565.47
KORTERRA	LOCATE SERVICE	\$3,946.23
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$160.00
LAKE AREA TECHNICAL COLLEGE	ENERGY INCENTIVE REBATE	\$694.71
LEE WELL DRILLING INC	WELL REPAIR	\$9,251.60
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$142.50
LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$205.47

LOCATORS & SUPPLIES INC	SPRAY PAINT	\$398.93
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$120.11
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$385.88
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$605.24
MAC'S HARDWARE	SUPPLIES	\$535.42
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$945.86
MARCO	COPIER LEASE	\$601.95
MATHESON TRI-GAS INC	SUPPLIES	\$216.94
MCKEEVER INC	SUPPLIES	\$139.00
MENARDS INC	SUPPLIES	\$888.21
MESEBERG, DAVID	REIMBURSEMENT EXPENSE	\$275.00
MET LIFE	LIFE INSURANCE	\$1,315.35
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$66.62
MIDWEST UNDERGROUND SUPPLY, LLC	SUPPLIES	\$687.51
MILBANK WINWATER WORKS	SUPPLIES	\$1,103.44
MUELLER CO	AUTOPERFS	\$5,477.01
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$509.29
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$855.22
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$9,422.71
NAPA CENTRAL	SUPPLIES	\$353.65
NELSON TECHNOLOGIES INC	SERVICE	\$3,100.00
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$806.84
NORTHWESTERN ENERGY	SERVICE - TAPPING EQUIPMENT	\$3,723.03
NOVA FIRE PROTECTION INC	SERVICE	\$170.00
NOVASPECT, INC.	REGULATORS	\$3,003.76
OFFICE PEEPS	SUPPLIES	\$234.15
OLSON, CINDY	REIMBURSEMENT EXPENSE	\$116.10
PETE LIEN & SONS	BULK LIME	\$39,520.61
POMP'S TIRE SERVICE, INC.	SUPPLIES - UNITS 201, 103	\$2,472.12
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,203.75
PRINT 'EM NOW INC	SUPPLIES	\$59.00
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$231.96
RELIABANK DAKOTA	FLEX MED	\$8,176.63
RESCO	SUPPLIES	\$1,761.88
REVOLT ELECTRICAL SERVICES INC.	TRANSFORMER	\$15,980.00
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RUNNING'S SUPPLY INC	SUPPLIES	\$183.20
SAFETY BENEFITS INC	2022 SAFETY CONFERENCE	\$225.00
SCOTT ENGINEERING CO	SERVICE	\$920.00
SD MUNICIPAL LEAGUE	TRAINING EXPENSE	\$200.00
SD ONE CALL	LOCATES	\$789.60
SEIM, ANGELA	REIMBURSEMENT EXPENSE	\$664.75
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SHARP AUTOMOTIVE	TRUCK PER BID	\$38,835.00
SHIRTS IN THE WORKS	SUPPLIES	\$1,791.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$12,507.69
STADHEIM LAWN CARE	AUGUST LAWN CARE	\$1,139.05
STAN HOUSTON EQUIP CO	RENTAL	\$324.95
STAR LAUNDRY INC	SERVICE	\$514.74
STATE TREASURER	2022 UNCLAIMED PROPERTY	\$1,423.86
STUART C IRBY CO	SUPPLIES	\$6,540.54
TITAN MACHINERY- WTN	SUPPLIES	\$949.12
TRAV'S OUTFITTER	SAFETY CLOTHING	\$613.00
TWO WAY SOLUTIONS, INC.	SERVICE	\$144.00
TYNDALE COMPANY INC	SAFETY CLOTHING	\$360.90
ULINE INC	SUPPLIES	\$182.36
USA BLUEBOOK	SUPPLIES	\$1,558.92
UTILITY SERVICE CO., INC	SERVICE	\$3,600.00
WARD, MARK	REIMBURSEMENT EXPENSE	\$271.95
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	TRANSIT VAN PER BID 2021	\$23,487.00
WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$221.12
WATERTOWN UNITED WAY	United Way	\$290.00
WESCO DISTRIBUTION INC	SUPPLIES	\$10,256.80
WILLIAM NEALE & CO., PC	2021 FINANCIAL STATEMENT AUDIT	\$11,090.00
WILTECH INC	SERVICE - FIBER OPTICS	\$13,313.00
WW TIRE SERVICE INC	SUPPLIES - UNIT 10	\$2,985.00
	TOTAL	<u>\$628,812.83</u>

Total September \$628,812.83; Transfer to City's General Fund \$114,675.00, Muni Utilities Electric Water Gas \$68,930.65; Missouri River Energy Services

Power \$2,290,533.43; BP Canada Energy Marketing Natural Gas \$37,849.14; Dept. of Revenue Sales/Excise Tax \$212,559.90; CPEP #3 Natural Gas \$33,732.65, CPEP #4 Natural Gas \$44,392.00, Sequent Energy Mgmt. Natural Gas \$71,409.60, City Finance Office Garbage/Sewer \$541,391.83.

**ITEM 7754**

Pursuant to SDCL 1-25-2(3)(4) Carter moved with second by Luken to move to Executive Session for discussion of contract negotiations, consult with legal counsel. The Board does expect to take-action when they reconvene to regular session. Motion carried

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

**ITEM 7755**

Motion by Carter with second by Luken to authorize General Manager to sign the new union Insurance Participation Agreement with Family Medical Care Plan (FMCP). Motion carried.

**ITEM 7756**

Motion by Luken with second by Thomas to Approve the Memorandum of Understanding between Watertown Municipal Utility Board and the Local Union #426 IBEW. Motion carried.

Motion by Carter with second by Luken 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 26<sup>th</sup>, day of September 2022.

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

Lisa Pahl  
Board Secretary  
Municipal Utilities Board

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Lisa Carrico  
Board President  
Municipal Utilities Department