

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

Monday, October 26th, 2015

The Municipal Utilities Board convened in regular session at the Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, October 26th, 2015 at 12:00 p.m. with Vice-President Dave Strait presiding.

Board members present: Dave Strait, Dustin Padgett, Mike Luken and John Holley. Board Member Ernie Wight absent. Board Liaison, member of City Council, Glen Vilhauer. Staff members present: Steve Lehner, Todd Chambers, Adam Karst, Jeff DeVille, Rich Schmidt, Mark Haider, Mark Meier, Kevin Kruiter, Stephanie Ries, Sheila Mennenga, Stanton Fox and Lisa Pahl. Press: Wayne Hammond, Public Opinion.

ITEM 6694

Motion by Luken with second by Padgett to approve the Agenda. Motion carried.

ITEM 6695

Motion by Padgett with second by Luken to approve minutes of the regular Board Meeting on September 28th, 2015. Motion carried.

ITEM 6696

Motion by Luken with second by Padgett to approve General Manager to sign Change Order #1 for concrete unit price adjustment and additional boulevard restoration work with AP and sons for the replacement of six inch water main totaling \$4,539.41. Motion carried.

ITEM 6697

Motion by Luken with second by Holley to call for bids for Janitorial service. Motion carried.

ITEM 6698

Motion by Luken with second by Holley to approve General Manager to sign contract with Geotek Engineering for groundwater sampling. Motion carried.

ITEM 6699

Karst presented report on the Biennial Customer Service Survey. A total of 13,607 surveys were mailed out with 1,102 surveys being returned for a return rate of 8.1%. Municipal Utilities was able to contact the majority of customers that requested a response to the survey. The results of the survey are posted on Municipal Utilities website at www.watertownmu.com.

ITEM 6700

The Board set the Finance Committee Meeting for November 18th, 2015 at 7am in the Watertown Municipal Utilities Board Room.

ITEM 6701

Chambers presented the Report on Operations and Projects: Electric Department, Projects Completed This Month: Installed primary to commercial buildings on 17th Street and 12th and 13th Avenue SE, Installed underground primary at Harmony Hill and the new Rec Center building, Installed primary and energized transformer at Tooling Solutions Worldwide. Projects in Progress: Terminating wire installed at Memorial Park, the Iron Range area, Kampeska Blvd. and McKinley School area. Projects Starting Next Month: Delivery of our new Substation Transformers at Uptown and Pelican Substations, Installing Christmas decorations in intersections uptown and on Hwy 212, Installing primary to car wash on 19th St and East Kemp. Gas Department, Projects Completed this Month: Installed 250 foot of new 2" plastic main in Jefferson Court, Completed an inspection by the SD Pipeline Inspector. Projects in Progress: Finishing fall construction. Water Department, Projects Completed this Month: 3 hydrant maintenance, 4 replacement taps, 6 new taps, 5 main shut downs. Projects in Progress: Painting South Lake and 19th St towers. Projects to Start Next Month: Check all of the hydrants in the system before winter. Engineering Tech Department, Projects Completed this Month: 370 One-Call locates Oct.1st - Oct. 22nd, 2015, 492 One-Call locates total September, 2015, Stake and Locate Hospital Electric Loop and 18th St NW by Contractor, Stake and Locate 12th Ave SE and DK Diesel Electric by WMU and Stake and Locate Jefferson Circle Gas Main ext. by WMU. Next Month: Average 275 One-Call locates in November, Begin Updating Maps - determined by weather.

ITEM 6702

Karst presented the report on Administration and Financial Statements: Purchasing, Accounting and Facilities, Projects in Progress: Working with Todd Architects on a plan for an addition to our current warehouse for additional parking for vehicles and equipment, Working on 2016 Budget, Working on all of the departments concrete and asphalt repairs that need to get done before winter. Upcoming Projects: Preparing for physical inventory. Customer Service, Projects Completed this Month: 13,733 payments collected for a total of \$4,310,714 total of 52,647 services billed for a total of \$3,474,835. Major Projects in Progress: Preparing the 2016 Budget. Training: Stephanie attended the 2015 APPA Customer Connections Conference in Austin, TX. Human Resources/Risk Management, Continuing preparations for union negotiations, Finalizing results of union contract topics that need review/discussion, Finalizing results of wage & benefit survey to utility and cities, Reviewing health insurance renewal and preparing options. IT, Current Projects: Helped with the Customer Service Survey, Working on Cyber Security and MMU offsite backup proposal.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$128,551 over budget for the nine

months ending September 30th, 2015, Total Capital Additions are \$1,422,402 under budget for the nine months ending September 30th, 2015. Info: T. Starr 19.92 effective 10/13/2015, D. Brage 25.15 effective 10/12/2015.

ITEM 6703

Motion made by Padgett with second by Luken to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Municipal Utilities Dept. Net Payroll for October 30th, 2015 Plus ACH Payroll Payments 400,743.56.

Nov. 2, 2015

Name	Payable Description	Payment Amount
#1 WELDING PORTABLE WELDING & FAB.	SUPPLIES	\$75.00
AASON ENGINEERING CO INC	DENSITY TESTING	\$1,096.25
ACTIVE HEATING INC	SERVICE	\$758.67
ADVANCED CONTROL SYSTEMS INC.	SUBSCRIPTION	\$8,592.00
AFLAC	CANCER PT	\$2,105.80
ALLIED ELECTRONICS INC	SUPPLIES	\$43.01
AMERICAN WATER WORKS ASSOCIATION	2015 COMPENSATION SURVEY	\$225.30
AMERICAN WATER WORKS ASSOCIATION	2016 MEMBERSHIP DUES	\$1,738.00
AP & SONS CONSTRUCTION INC	MAIN REPLACEMENT	\$29,642.84
AP & SONS CONSTRUCTION INC	8 INCH MAIN NORTH OF 14TH	\$26,200.00
AP & SONS CONSTRUCTION INC	WATER LINE SERVICE	\$64,020.48
APGA	2016 MEMBERSHIP DUES	\$7,384.50
APGA	DIMP TOOL SUBSCRIPTION	\$995.00
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$631.59
BENDIX IMAGING INC	SUPPLIES	\$85.99
BORDER STATES ELECTRIC SUPPLY	SUPPLIES	\$47,302.00
BORNS GROUP	POSTAGE & MAILING	\$7,831.98
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USE	\$74.07
BURY PLUMBING	SERVICE	\$387.68
BUSINESS TELEPHONE CO INC	MAINTENANCE	\$74.50
C & S PEST CONTROL LLC	SERVICE	\$75.00
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$3,338.35
CHILD SUPPORT PAYMENT CENTER	CHILD SUPPORT - Case #247392027A	\$275.00
CODINGTON CTY REGISTER OF DEEDS	COPIES	\$102.00
CODINGTON-CLARK ELECTRIC COOP. INC	WELLFIELD ELECTRIC SERVICE	\$6,856.94
CONSULTING ENGINEERS GROUP INC	TRANSFORMER CHANGE	\$3,150.00
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$300.24
DAKOTA DATA SHRED	SHREDDING SERVICE	\$63.25
DEPARTMENT OF REVENUE	WATER SAMPLES	\$530.00
DGR ENGINEERING	RECOATING TANKS	\$962.50
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$9,938.41
DYNAMIC ENGINEERING	SUPPLIES	\$371.46
EFRAIMSON ELECTRIC INC	2 AV SW LOOP	\$136,885.75
ENERGY ECONOMICS INC	METER REPAIR	\$1,544.26
ENERGY LABORATORIES INC	WATER TESTS	\$140.00
ENGELSTAD ELECTRIC COMPANY	SERVICES	\$857.14
ETHANOL PRODUCTS LLC	BULK CO2	\$3,528.16
F J MC LAUGHLIN CO.	GRAVEL, ROCK, ASPHALT REPAIRS	\$31,346.96
FARNAMS GENUINE PARTS	SUPPLIES	\$708.53
FASTENAL COMPANY	SUPPLIES	\$538.13
G & R CONTROLS INC.	MAINTENANCE AGREEMENT	\$3,050.01
GACKE ENTERPRISES	LIME REMOVAL	\$34,505.10
GAS PRODUCTS SALES	SUPPLIES	\$4,244.14
GCR TIRE CENTER	SUPPLIES	\$74.00
GRAINGER	SUPPLIES	\$182.72
GRAYBAR ELECTRIC CO INC	SUPPLIES	\$222.00
GREAT WESTERN BANK	TASC MED	\$6,554.36

HAPPY TRAILS PROPERTY LLC	CONCRETE REPAIR	\$1,200.00
HAWKINS, INC.	SUPPLIES	\$1,708.86
HD SUPPLY WATERWORKS, LTD	SUPPLIES	\$5,846.85
HY-VEE FOODS	SUPPLIES	\$147.80
IBEW LOCAL 426	UNION DUES	\$3,354.00
INCON	SUPPLIES	\$603.50
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$244.85
J H LARSON COMPANY	SUPPLIES	\$7,930.40
JURGENS PRINTING & COPY CENTER INC	SUPPLIES	\$310.00
KARST, ADAM	REIMBURSEMENT EXPENSES	\$32.00
KOONS GAS MEASUREMENT	SUPPLIES	\$2,147.95
LAKE AREA DOOR INC	SERVICE	\$2,657.62
LAKE CITY FIRE EQUIPMENT LLC	MAINTENANCE	\$231.71
LEHNER, STEVE	REIMBURSEMENT EXPENSES	\$487.05
LL & SONS EXCAVATING INC	SERVICE	\$3,367.35
LOCATORS & SUPPLIES INC	SUPPLIES	\$1,202.04
LUKONEN'S TOOL SERVICE INC	SUPPLIES	\$222.50
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$273.30
MAC'S INC	SUPPLIES	\$90.43
MAHOWALD'S HARDWARE & RENTAL	SUPPLIES	\$58.89
MARCO INC	MAINTENANCE AGREEMENT	\$294.71
MENARDS INC	SUPPLIES	\$602.89
MET LIFE	LIFE INSURANCE	\$1,161.94
MIDCONTINENT COMMUNICATIONS	INTERNET SERVICE	\$105.00
MID-WEST ELECTRIC CONSUMERS ASSN	REGISTRATION	\$350.00
MILBANK WINWATER WORKS	SUPPLIES	\$1,681.81
MINNESOTA MUNICIPAL UTILITIES ASSN	2015 4TH QTR SAFETY PROGRAM	\$7,050.00
MUNICIPAL UTILITIES - PC	PETTY CASH	\$203.30
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND #573-4	\$168.87
MUNICIPAL UTILITIES-REFUND ACCT	REFUND OF CREDITS ON ACCTS	\$5,102.24
MUNICIPAL UTILITIES-TERM LIFE PAY	TERM LIFE	\$1,156.20
NEW YORK LIFE INS.	LIFE INSURANCE	\$106.00
NIEMANN, STACIE	ENERGY INCENTIVE REBATE	\$60.00
NORTHWEST PIPE FITTINGS INC	SUPPLIES	\$3,736.40
NORTHWESTERN ENERGY	3RD QUARTER SERVICE RIGHTS	\$2,571.66
OFFICE PEEPS	OFFICE SUPPLIES	\$342.90
PETE LIEN & SONS	SUPPLIES	\$11,713.82
PLATTS	SUBSCRIPTION	\$5,330.00
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$135.79
REDLINGER BROS PLUMBING & HEATING	SUPPLIES	\$121.47
RESCO	SUPPLIES	\$10,324.40
RUNNING'S SUPPLY INC	SUPPLIES	\$602.76
SANFORD WTN OCCUPATIONAL MEDICINE	SCREENS	\$374.00
SCHAEFFER OIL	SUPPLIES	\$1,149.47
SCHMIDT, RICHARD	REIMBURSEMENT EXPENSES	\$206.12
SD ONE CALL	LOCATES	\$532.35
SENSIT TECHNOLOGIES INC	SUPPLIES	\$367.76
SERVICEMASTER	JANITORIAL SERVICE	\$3,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$5,578.60
SOUTHERN ELECT. EQUIPMENT CO. INC	SUBSTATION SUPPLIES	\$34,912.38
STAR LAUNDRY INC	SUPPLIES	\$365.13
STUART C IRBY CO	TEST RUBBER GOODS	\$3,188.02
STURDEVANTS AUTO PARTS	SUPPLIES	\$208.33
TAC SERVICES LLC	LAWN SERVICE	\$1,520.00
TECHNOLOGY FOR ENERGY CORPORATION	SUPPLIES	\$361.45
ULINE INC	SUPPLIES	\$630.18
UPS	SHIPPING	\$141.48
US DEPT OF ENER. WEST. AREA POWER ADMN.	ANNUAL MAINTENANCE	\$3,000.00
USA BLUE BOOK	SUPPLIES	\$87.64
UTILITIES PLUS ENERGY SERVICES INC	SERVICE	\$4,032.00
VISION SERVICE PLAN (VSP) (CA)	VISION INSURANCE	\$508.07
WALMART COMMUNITY	SUPPLIES	\$60.20
WATERTOWN CO-OP ELEVATOR ASSN	SUPPLIES	\$329.50
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOP. EXPENSE	\$8,690.00

WATERTOWN PUBLIC OPINION	PUBLISHINGS	\$318.74
WATERTOWN UNITED WAY	United Way	\$414.00
WATERTOWN WHOLESALE	SUPPLIES	\$313.74
WATERTOWN WINNELSON CO	SUPPLIES	\$107.28
WELLMARK BLUE CROSS/BLUE SHIELD	HEALTH INSURANCE	\$70,879.50
WESCO DISTRIBUTION INC	SUPPLIES	\$4,277.40
TOTAL		\$680,321.67

Total October 2015 680,321.67; Transfer to City's General Fund 99,865, Qtrly First Nat'l Bank - SF 413,660.20, Muni Utilities Electric Water Gas 46,542.80; Northern Natural Gas 2,273.20; Missouri River Energy Services Power 1,641,409.05; BP Canada Energy Marketing Natural Gas 109,980.24; Dept. of Revenue Sales/Excise Tax 138,760.34; CPEP Natural Gas 9,496.43, City Finance Office Garbage Sewer 399,057.74.

ITEM 6704

Pursuant to SDCL 1-25-2(3) Luken moved with second by Padgett to move to Executive Session for discussion of contractual matters and pending litigation. The Board does not expect to take action when they reconvene to regular session. Motion carried.

Board President declared Executive Session done and they reconvened to regular session. Motion by Luken with second by Padgett to adjourn. Motion carried.

The Watertown Municipal Utilities Department does not discriminate in employment opportunities or provision of services 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 October, 2015

ATTEST: _____

Lisa Pahl
Executive Secretary
Municipal Utilities Board

Dave Strait
Board Vice-President
Municipal Utilities Department