

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
November 19, 2020**

**The regular meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:09 p.m. by President Randy Huot at the System Office. Directors present via teleconference: Dave Reiff, Nick McKee, Tim Irwin, Randy Ronning. Present at the office were Randy Huot, Pat Manning, Mark Bottolfson, Glen Gilbertson, Ken Kessler and Manager Steve Muilenburg. Absent was office Manager Donna Henriksen.

**ADOPT AGENDA:** A motion was made, seconded and carried to adopt the Agenda.

**DIRECTOR CONFLICT WITH AGENDA ITEMS:** None.

**MINUTES:** Minutes of the October 22, 2020 regular Board meeting were approved by unanimous consent. The Board Summary for October 22, 2020 was approved by unanimous consent.

**VISITORS TO BE HEARD:** None.

**FINANCIAL STATEMENTS:** The October Financial Summary, cash balances, and allocations were reviewed by Manager Muilenburg. A motion was made, seconded and carried to approve the five financial transfers:

**CHECK REGISTER:** Manager Muilenburg reviewed the November Check Register and December Bills requiring pre-approval. A motion was made, seconded and carried to approve payment of bills.

**MANAGER’S REPORT:** Manager Muilenburg presented the November Manager’s Report. Items discussed were as follows: Senses Upgrade – Working on the Westerville tower data collector; Irrigation – chlorinate lines and finish needed upgrades; HWY 46 East – Project is complete, may need to repost some signage; HWY 50 – Dana is finishing up and will submit pay request by year end; HWY 46 West – Dana had made good progress; may wrap up if there is good weather in December; HWY 46 (East of Beresford) – This project has been pushed back by the state and may not start until 2023; GIS Mapping – Mapping has slowed down since the location is being used on the 2020 project work.

**LEGAL REPORT:** Manager Muilenburg reported that Mike McGill has been assisting with the SRF funding.

**SDARWS UPDATE:** Glen Gilbertson reported that the ATC and Leadership Seminar have been cancelled until Spring or Summer of 2021.

**2020 PROJECT UPDATE:** Steve reported that D.W. Proehl has been working on the Alsen booster and the 1950 PRV. They are ahead of schedule. Abbott, Arne, Schwandt, Inc. submitted their first bill for payment. A motion was made, second and carried to approve payment.

**COVID-19 UPDATE:** The office remains locked down and the employees are taking necessary precautions.

**COBANK – USDA DEBT REFINANCE OPTION:** Manager Muilenburg reported that the CoBank consolidated loan refinancing has been completed.

**First Dakota indemnity WORKMANS COMP DIVIDEND:** Manager Muilenburg reported that they received a check back on workers comp.

**LONG RANGE PLANNING/RATE COMMITTEE RECOMMENDATION:** President Huot called on Dave Reiff to give a report on the outcome from the rate committee and long-range planning meeting that was held on Wednesday, November 11th. The committee recommended rate increases on specific classes. The change is within the classes on water usage “over 26,000 gallons.” This rate increase aligns with a 2% increase of the gallons sold over 26,000. A motion was made, seconded, and carried to approve the recommendation.

**ROUTINE OFFICE BUSINESS:** Manager Muilenburg reviewed the Routine Office Business for the month. There were 2 dropped services, 17 new members and six accounts reported for bad debt. All business was approved by unanimous consent.

**OTHER ITEMS FOR DISCUSSION – Donation in Lieu of Holiday Party.** A motion was made, seconded and carried to donate to the local food pantries.

**EMPLOYEE BONUS.** Manager Muilenburg made a recommendation to the Board to provide a bonus to the staff. After discussion a motion was made, seconded and carried to provide a bonus to the CRWS staff.

**CALENDAR OF EVENTS:**

- Nov. 26 & 27: Office closed for Thanksgiving Holiday
- Dec. 21: Budget Meeting, 9 am, System Office
- Dec. 21: Next Regular Board Meeting, 1 p.m., System Office
- Dec. 24: Christmas Eve – Office closes at Noon
- Dec. 25: Office closed for Christmas Day

**SUPPLEMENTAL INFORMATION:** The office received a Thank You from a customer on service. The system also received a Union County Electric Capital credit check.

**ADJOURNMENT:** A motion was made, seconded and carried to adjourn at 8:49 p.m.