

**SUMMARY
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
NOVEMBER 21, 2017**

The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:31 p.m. by President Bob Wood at the Water System Office. Directors present were: Dave Reiff, Jim Schurdevin, Duane Holoch, Pat Manning, Randy Ronning, Randy Huot, Bob Wood, Russ Lilly, and Glen Gilbertson. Also present were: Manager Greg Merrigan, and Office Manager, Donna Henriksen.

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

DIRECTOR CONFLICT WITH AGENDA ITEMS: None.

MINUTES: The minutes of the October 24, 2017 regular Board meeting were distributed previously. Minutes were approved. The Board Summary for October 24, 2017 regular meeting was distributed previously. Board summary is approved.

VISITORS TO BE HEARD: None.

FINANCIAL STATEMENTS: The October Financial Summary was reviewed. A motion was made, seconded and carried to approve the five financial transfers. Checkbook balance, cash balance and major budgeted items were reviewed. Greg Merrigan reviewed the Allocation of Costs.

CHECK REGISTER: Donna Henriksen reviewed the November Check Register and December Bills requiring pre-approval. A motion was made, seconded and carried to approve.

MANAGER'S REPORT: Greg Merrigan presented the November Manager's Report; he gave an update on work that will be done at the DOT Rest Area next spring, noted the Lagoon has been cleaned out, the Wynstone Discharge Line has been completed, and discussed work in the Wynstone WTP. He also presented the October Water Sales Report.

LEGAL REPORT: An Executive Session was held to discuss legal matters.

SDARWS UPDATE: Glen Gilbertson reported he has a State Board meeting coming up Dec. 7 in Sioux Falls and will attend ATC as a Delegate, Jan. 9-11, 2018 in Pierre. One more delegate is needed from Clay Rural Water. Interested Directors should contact the Manager.

OLD BUSINESS: None.

RATE COMMITTEE REPORT: Dave Reiff, chair of the Rate Committee, gave a report of the Committee meeting. The Committee is recommending no rate increase at this time, but will review again next year. They are recommending that the Depreciation Reserve set aside amount be increased for 2018. A motion was made, seconded and carried to approve the Committee recommendations.

EXECUTIVE SESSION/MANAGER EVALUATION: A motion was made, seconded and carried to go into Executive Session at 8:50 p.m. to discuss personnel issues. A motion was made, seconded and carried to come out of session at 9:00 p.m. A motion was made, seconded and carried to approve salary compensation for Manager Merrigan as recommended by the Evaluation Committee.

YEARLY CHRISTMAS DONATIONS: A motion was made and seconded, in lieu of a Holiday Party, to give \$100/school district (in our service area) that has a Backpack Program. Motion carried.

ROUTINE OFFICE BUSINESS: The Board reviewed the Routine Office Business for the month. One Drop Service, eleven New Services, and no Bad Debts were approved by unanimous consent.

OTHER ITEMS FOR DISCUSSION: Information was provided on Executive Session and Section 1926(b) Protection.

CALENDAR OF EVENTS: Nov. 23 & 24 – Office closed for Thanksgiving Holiday; Dec. 21 – 9:30 a.m. Budget Meeting; Dec. 21 – 1:00 p.m. next regular Board meeting, System Office; Dec. 25 – Office closed – Merry Christmas!

SUPPLEMENTAL INFORMATION: 4-H Club thank-you's.

ADJOURNMENT: A motion was made, seconded and carried to adjourn at 9:08 p.m.