

**SUMMARY OF BOARD MINUTES
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
NOVEMBER 22, 2016**

The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:25 p.m. by President Bob Wood at the Water System Office. Directors present were: Duane Holoch, Pat Manning, Randy Ronning, Randy Huot, Bob Wood, Vic Hendriks, and Glen Gilbertson. Absent excused were: David Reiff and Jim Schurdevin. 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 25, 2016 Board meeting were distributed previously. Minutes were approved. The Board Summary for October 25, 2016 meeting was distributed previously. Board summary was approved.

VISITORS TO BE HEARD: None.

FINANCIAL STATEMENTS: The October Financial Summary was received. 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: The November Check Register and December Bills requiring pre-approval were presented for approval. A motion was made, seconded and carried to approve.

MANAGER'S REPORT: Greg Merrigan presented the November Manager's Report; he presented information on a territorial issue and our annual work comp rating. He noted meetings attended, and miscellaneous distribution work. October Water Sales Report was also reviewed.

LEGAL REPORT: Attorney, Mike McGill, sent a memo on a Territorial Issue.

SDARWS UPDATE: Glen Gilbertson reported on the Leadership Conference held Nov. 16 & 17 in Pierre. He will be attending the SDARWS Board Meeting Dec. 1 in Sioux Falls. A motion was made and seconded to appoint Glen Gilbertson and Greg Merrigan as Delegates to the ATC Jan. 10-12, 2017 in Pierre. Motion carried.

UNFINISHED BUSINESS: None.

COBANK BYLAWS CHANGE: Information was presented on a proposed Bylaws change to CoBank Stock. A motion was made and seconded to reject the proposed changes. Motion carried.

MANAGER EVALUATION - EXECUTIVE SESSION: Bob Wood declared the Board in Executive Session at 8:20 p.m. to discuss personnel matters. Declared out of Executive Session at 8:31 p.m.

REPORT OF BUDGET/RATE COMMITTEE: Due to inclement weather, the Committee has not met yet.

ROUTINE OFFICE BUSINESS: The Board reviewed the Routine Office Business for the month. One Drop Service, 11 New Members, and no Bad Debts were agreed to by unanimous consent.

OTHER ITEMS FOR DISCUSSION: Holiday Party - A motion was made and seconded to give a donation to every school in our service area that has a backpack program, in lieu of a Holiday Party. Motion carried.

CALENDAR OF EVENTS: Nov. 24 & 25 - Office closed for Thanksgiving Holiday; Dec. 1 - SDARWS Board Meeting in Sioux Falls; Dec. 20 - 9:30 a.m. Budget Meeting; Dec. 20 - 1:00 p.m. Regular Board Meeting; Dec. 26 - Office closed for Christmas Holiday; Jan. 2 - Office closed for New Year's Holiday; Jan. 10-12, 2017 - ATC, Pierre.

SUPPLEMENTAL INFORMATION: A thank you letter was received from the Rural Water Center and the Merrigan Family.

ADJOURNMENT: Motion was made, seconded and carried to adjourn at 8:44 p.m.