

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
DECEMBER 23, 2019**

**The regular meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 12:56 p.m. by President Bob Wood at the System Office. Directors present: Dave Reiff, Nick McKee, Pat Manning, Tim Irwin, Randy Ronning, Bob Wood, Randy Huot, Glen Gilbertson, and Russ Lilly. Also present were: Manager Steve Muilenburg and Office Manager, Donna Henriksen.

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

**DIRECTOR CONFLICT WITH AGENDA ITEMS:** Randy Huot possibly with 13K.

**MINUTES:** The minutes of the November 26, 2019 regular Board meeting, distributed previously, were approved. The Board Summary for November 26, 2019 regular meeting was approved.

**VISITORS TO BE HEARD:** None.

**FINANCIAL STATEMENTS:** The November Financial Summary, cash balances, and allocations were reviewed by Manager Muilenburg. A motion was made, seconded and carried to approve the four transfers: Items on the December Financial Checklist were completed.

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

**MANAGER'S REPORT:** Steve Muilenburg presented the December Manager's Report, along with reviewing the Irrigation Project and 2020 Project. He also reviewed the November Water Sales Report.

**LEGAL REPORT:** A motion was made, seconded and carried to table a discussion on the contract with AT&T until the January 23, 2020 meeting.

**SDARWS UPDATE:**

Glen Gilbertson provided a written report of the meetings he attended December 4 & 5 for Policy Committee, Government Relations Committee, SDARWS Board meeting, and Rural Water Center meeting.

ATC is Jan. 14-16 in Pierre. Attending from Clay RW will be: Manager Muilenburg, Glen Gilbertson, Andy Ganschow, and Donna Henriksen.

NRWA Rally is Feb. 3-5, 2020 in D.C. Glen will be attending as a representative of the Government Relations Committee.

**EMPLOYEE HEALTH INSURANCE:** Donna Henriksen reviewed the Health Insurance renewal rates.

**2020 PROPOSED MEETING DATES:** Donna Henriksen reviewed the proposed meeting dates for 2020. A motion was made, seconded and carried to approve the proposed dates with November 19<sup>th</sup> for the November meeting.

**ANNUAL LOBBYING MOTION:** A motion was made and seconded to approve the following Lobbying motion: "To authorize any Director or Employee of the Clay Rural Water System to lobby during the 2020 Legislative Session on behalf of Clay Rural Water System, the SD Association of Rural Water Systems or any other entity that promotes a common cause." Motion carried.

**DISTRICT ELECTION UPDATE:** The District Election process was reviewed. Two Directors will not be seeking re-election. President Bob Wood appointed a Nominating Committee.

**EOY FINANCIAL TRANSFER:** The Board approved, by unanimous consent, an end of year financial transfer of funds if needed.

**BILLABLE CHARGES FOR 2020:** Manager Muilenburg reviewed the proposed Schedule of Billable Charges for 2020. A motion was made, seconded and carried to approve the Schedule.

**POLICY NO. 303:** Policy No. 303 was presented with revisions to membership, reactivating dropped services, placement of meter pits, and new construction and hookup charges. A motion was made, seconded and carried to revise as presented.

**POLICY NO. 310:** Policy No. 310 was presented with revisions pertaining to meter pits. A motion was made, seconded and carried to revise as presented.

**POLICY NO. 313:** Policy No. 313 was presented with revisions pertaining to backflow prevention devices. A motion was made, seconded and carried to revise as presented.

**POLICY NO. 400 SERIES – RATES:** Policies No. 401 – 410 were presented showing revisions to the recent rate change approved. A motion was made, seconded and carried to approve the rate revisions as presented.

**SIoux EMPIRE WATER FESTIVAL DONATION:** A motion was made and seconded to donate \$150 to the Sioux Empire Water Festival this year. Motion carried.

**VALLEY AG CONTRACT FOR LIME DISPOSAL:** The Board reviewed a Contract for Lime Disposal with Valley Ag of Gayville. A motion was made and seconded to authorize Manager Muilenburg to sign the contract. Motion carried.

**ROUTINE OFFICE BUSINESS:** President Wood reviewed the Routine Office Business for the month. All Business was agreed to by unanimous consent, including one drop service, 11 new services, and no bad debts.

**OTHER ITEMS FOR DISCUSSION:** None.

**CALENDAR OF EVENTS:** Dec. 24 – office closing at Noon; Dec. 25 – Office closed for Christmas; Jan. 1, 2020 – office closed for New Year's Day; Jan. 14-16 – ATC, Pierre; Jan. 23 – next regular Board meeting, 7:00 p.m., System Office; Jan. 28 – 2019 Audit; Jan. 29 & 30 – Manger's Meeting in Pierre; Feb. 3-5 – Rural Water Rally, D.C.

**SUPPLEMENTAL INFORMATION:** Thank you from Clay County 4-H; note from Arlene DeVany, along with check for Scholarship.

**ADJOURNMENT:** Meeting adjourned at 2:35 p.m. by unanimous consent.

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – SPECIAL  
DECEMBER 23, 2019**

**A special meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 9:00 a.m. by President Bob Wood at the Water System Office. Directors present were: David Reiff, Nick McKee, Tim Irwin, Pat Manning, Randy Ronning, Randy Huot, Bob Wood, Russ Lilly, and Glen Gilbertson. Also present were Manager Steve Muilenburg, Donna Henriksen, Office Manager, and Leanne Brown, Bookkeeping.

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

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

**2020 PROPOSED BUDGET AND WORKPLAN:** Steve Muilenburg and Leanne Brown reviewed the proposed Budget and Workplan for 2020. A motion was made, seconded and carried to approve the proposed budget and workplan as presented. Motion carried.

**MIKE MCGILL PRESENTATION:** Mike McGill talked about the AT&T Lease, the Rate Committee notes, and risks and duties of a Board Member.

**ADJOURNMENT:** A motion was made and seconded to adjourn at 11:49 a.m. Motion carried.